FitTM

Indoor Rowing Meeting Manager (IRMM)
Version 2.5

User Guide

SUMMARY

This document is a user guide for IRMM. It contains two key-components intended to help the reader familiarise themselves with IRMMs capabilities. (1) A quick tour of IRMM that takes the form of a walk through of the steps necessary to setup and manage a small (17 competitor) Indoor Rowing meet. Stepping through this section will give the reader a good feel for how IRMM operates. (2) A comprehensive – How do I? section, intended to provide answers to typical questions that a user may have.

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1. INTRODUCTION

1.1 Overview

IRMM is a Windows application that provides facilities to assist with the management of an Indoor Rowing Meeting. It is designed to interleave with the ERow race application. IRMM provides all the core functionality needed to manage a typical Indoor Rowing meeting including features to:

- Define the characteristics of an Indoor Rowing Meeting (e.g. the Events supported, the policy for handling LWT competitors who fail to make weight)
- Store Competitor Information
- Enter competitors in events (e.g. Womens 2000m Open)
- Allocate competitors to races
- Produce pre-race-day information about entries and races in HTML format for publishing on the web. Pre-race-day information is also produced in Excel spreadsheet format.
- Generate Emails to notify competitors of the time(s) of their races [1]
- Generate the race files used by ERow
- Produce information needed for Registration at a Meeting
- Produce "race-record" forms for recording and signing off the result of races
- Record whether LWT entries have made their weight and acting accordingly
- Process the result files generated by ERow
- Manual override capability so that if the ERow race system fails for a race, the result of the race recorded manually from the C2 Ergs can still be entered into IRMM
- Print results (Events and Races)
- Produce a result summary list (useful for presenting prizes)
- Print of Certificates for finishers if required
- Generate and maintaining sets of Indoor Rowing Records (e.g. World, Grand Prix).
- Generate Best Performance information based on comparing competitor performances with Indoor Rowing records, if required
- Produce results in HTML format for publishing on the web. Results are also produced in Excel spreadsheet format.
- Generate Race and Event replays for publishing on the web.
- Support for team events.
- Support for time based events and races.
- Support for handicap and BLEEP TEST type races.
- Inclusion of splits information in published results.
- Group competitors by team/affiliation so that "team oriented" views of pre and post race-day information can be published on the web.
- Load entry and result information directly from Excel spread-sheets.
- Load a set of ERow result files and determine from their content information about Events, etc.. to produce a comprehensive set of results for publishing on the web.

[1] Email support is not available in the standard version of IRMM but can be made available by invoking a build-option upon request.

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1.2 Document Purpose

The primary purpose of this document is to act as a User Guide. One of its features is a “Quick Tour” which takes the form of introducing the reader to IRMM by stepping them through the basic steps necessary to support an Indoor Rowing Meeting. The document also includes a comprehensive “HOW TO”, question and answer section.

1.3 ERowDataEditor

To work through the “Quick Tour” in section 7 of this document, it is necessary to be able to simulate an Indoor Rowing Meeting. This is achieved by use of a second application – ErowDataEditor. ErowDataEditor supports the viewing of existing and creation of new ERow format files. It is capable of supporting the complete dry-run of a meeting to by effectively replacing ERow (and a set of Indoor Rowing machines used for racing) and allowing a race to be “simulated”. ErowDataEditor picks up race files in ERow format, presents the set of boats and competitors to the user and allows them to enter a finishing time for each boat. See Figure 1.1 below.

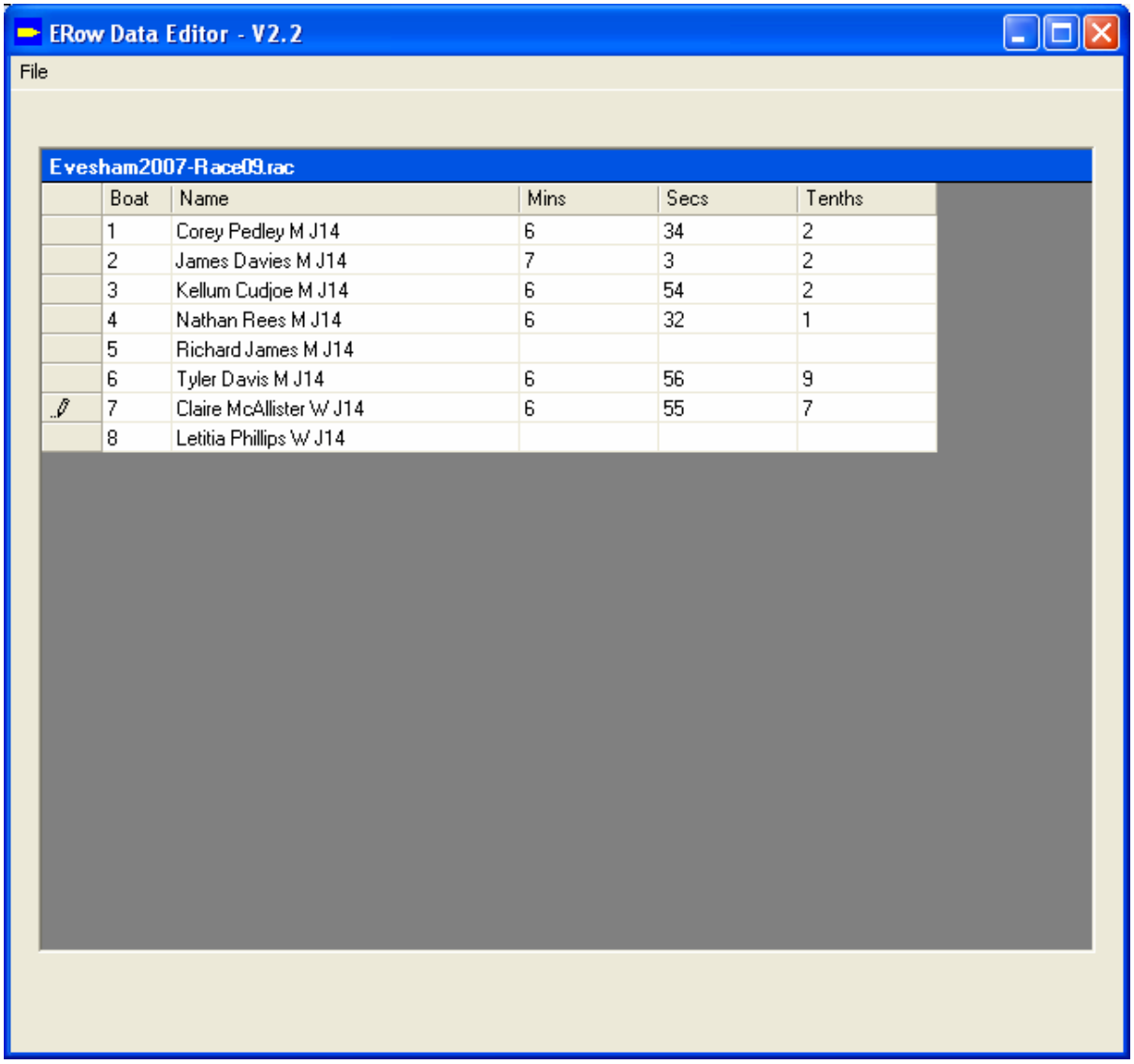
ERow Data Editor - V2.2
File
Evesham2007-Race09.rac
Boat
Name
Mins
Secs
Tenths
1 Corey Pedley M J14 6 34 2
2 James Davies M J14 7 3 2
3 Kellum Cudjoe M J14 6 54 2
4 Nathan Rees M J14 6 32 1
5 Richard James M J14
6 Tyler Davis M J14 6 56 9
7 Claire McAllister W J14 6 55 7
8 Letitia Phillips W J14

Figure 1.1 – ERowDataEditor

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Following entry of the results for a race, an ERow result file can be generated[2] by ErowDataEditor and this can subsequently be picked up and processed by IRMM.

1.4 Where to find ERowDataEditor and other material referenced in this document.

The following are all available for download from:

www.indoorrowing.org.uk

1. IRMM – Indoor Rowing Meeting Manager – the subject of this document.
2. The IRMM User Guide – this document.

3. The ERowDataEditor application (see section 1.3 above).
4. Events file – contains event definitions for the QuickTour meeting – see section 7.4.2
5. Records spreadsheet – contains British records for 2000m at May 2008.
6. Entries spreadsheet – shows sample spreadsheet containing entries for a meeting.
7. Results spreadsheet – shows an example of a spreadsheet containing the results of an indoor rowing meeting – see section 8.8 for details of when this might be useful.
8. Sample Indoor Rowing Meeting file – this can be downloaded, and loaded into IRMM. The sample meeting file available contains the results for the 2006 British Indoor Rowing Championships.

Items 1 and 2 are available from the "Download-IRMM" menu. The remaining items are available from the "IRMM-Resources" menu.

Items 4, 5 and 6 are used as part of the QuickTour introduction to IRMM covered in section 7 of this document.

1.5 Conventions used in Document

The symbol ">" is used throughout this document to indicate steps in a navigation sequence. For example:

File > Save > Save-Meeting

means select the File menu, followed by the Save sub-menu, followed by the Save-Meeting sub-sub-menu. Quotes are used to indicate button selections. For example:

Tools > Miscellaneous > "Competitor-Info"

means select the Tools menu followed by the Miscellaneous sub-menu, and then click on the "Competitor-Info" button.

[2] The ERow Results file generated by ERowDataEditor are not perfect copies of the files produced by ERow. The data specifically required by IRMM is generated correctly. Other data is only generated in truncated form.

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2. TERMINOLOGY

Before proceeding any further, a brief aside to be clear on the meaning of a few terms that are used frequently in the remainder of this document:

Meeting
The use of the term “meeting” is grounded in athletics where Athletic Meetings are common parlance. So, an event/competition such as the British Indoor Rowing Championships, the X Indoor Rowing Grand Prix, the Enfield indoor Rowing Gala are all considered to be examples of an Indoor Rowing “Meeting”.

Competitor
Someone who intends to compete in one or more “events” at the Meeting.

Category
A category is a sub-division of the complete set of potential competitors. Traditionally this set is sub-divided by gender, age and weight.

Event Type
An Event Type is a distance or a time, e.g: 2000m, 5minutes, over which competitors may race at the Meeting.

Event
An Event is a combination of a Category and an Event Type. A meeting will consist of a number of events. Examples of events are:

- the Mens Open LWT 2000m,
- the Womens 60+ LWT 2000m,
- the Womens J14 4minutes

Entry
An entry ties a competitor to an event. A single competitor may enter one or more events at a Meeting (dependent on the Meetings rules and the qualification criteria such as age, for particular events) so a single competitor may be associated with multiple entries, but with only one entry per event for which they are eligible.

Race
A race is a set of people sitting on a set of Indoor Rowers and pulling hell-for-leather against the clock. Some events will need to be distributed over multiple races. Some races may host more than one event.

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3. DATA FILES

IRMM produces and consumes files to:

- save data that it has created
- publish date that it holds internally (e.g. as html files for display on the web)
- load previously created (and saved) data into itself when its subsequently required.

Data saved for subsequent loading, is in general stored in an IRMM data file. This initial approach has subsequently been complemented by using Excel Spreadsheets as a format for storing and loading data to/from. This additional functionality was initially added when it was realised that meeting organisers would frequently record entries in a spreadsheet as they arrived. Supporting loading of this information into IRMM directly from a spreadsheet avoids the need to re-key the data. The use of spreadsheets has since spread to a number of other types of data and in principal could be used for storing all information that IRMM needs to preserve. One of the original design goals of IRMM was to make it independent of any support software other than requiring a Windows platform and the .NET framework. With this in mind, although support for Excel Spreadsheets, etc.. may continue to be improved in the future, it is also intended that IRMM should be usable without recourse to purchase of any additional software products (Windows Operating System excepted).

3.1 IRMM data files

IRMM can generate and subsequently use various data files. The following are supported:

1. Event Files (e.g. SIRCevents.ir4) – these contain sets of Event definitions that can be reused over different Meetings. Initially a set of Events needs to be defined using IRMM but these can then be saved to an Event file and loaded into subsequent meetings as appropriate.
2. Category Files (e.g. GrandPrixCategories.ir7) – these contain sets of Categories that can be reused over different meetings. A typical use would be for a GrandPrix series of meetings where the categories (i.e. gender/weight/age groups) are constant across the series but the actual Event Types (e.g. 2000m, 1 mile, 5 minutes) varies from meeting to meeting.
3. Competitor Files (e.g. SIRCcompetitors.ir2) – these contain sets of Competitor records. Initially competitor information needs to be input within IRMM but having been entered they can be saved to a Competitor file and loaded into subsequent meetings as appropriate.
4. Entry Files (e.g. SIRCentries.ir3) – an Entry is a mapping between a Competitor and an Event. Following input of competitor information into IRMM you will normally indicate which Events that competitor is entering. The result is the creation of a set of Entry records. Once a set of Entries have been created using IRMM these can be saved to an Enty file containing Entry records together with the associated Competitor and Event records.
5. Meeting Files (e.g. SIRCmeeting.ir1) – these contain all information associated with a meeting. Following completion of a session with IRMM the current state of the meeting can (and should) be saved in a Meeting file so that it can be reloaded into IRMM when you next need to do some work on IRMM or access information associated with the meeting.
6. Indoor Rowing Record Set Files (e.g. WorldRecord.ir5) – these contain information associated with a set of records e.g. world, European, UK, GrandPrix, etc…
7. Certificate Files (e.g. certificateX.ir10) – contain information needed by IRMM to generate Certificates for finishers at an Indoor Rowing Meeting.

3.2 ERow Files

IRMM generates ERow race files (*.rac) for use by ERow, and loads ERow result files (*.txt) from which race results are extracted.

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3.3 Spreadsheet files

IRMM can use load data contained in spreadsheets including Competitor Entries, Race Schedule, Race Results and sets of Indoor Rowing Records. IRMM can also generate information about a meeting, and save this to Excel SpreadSheets. This includes comprehensive result information for a meeting, entry information, sets of Indoor Rowing Records (for subsequent loading) and the current Race Schedule.

3.4 HTML files

IRMM can generate information about a meeting in HTML format suitable for publishing on the web. Two types of information can be generated:

1. pre-race, making it easy for competitors to check when they are scheduled to race,
2. post-race, providing results of races/events supplemented with additional information such as competitor's splits and ranking's of performances.

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4. LOADING DATA INTO AND PUBLISHING DATA FROM IRMM

4.1 Loading competitor data into IRMM

There are four ways that Competitor details, the events in which they are competing and the races in which they are participating can be loaded into IRMM:

1. IRMM based data entry
2. Loading data from an Excel spreadsheet
3. Web based entry form (not available in the standard version of IRMM)
4. Extracting data from a set of ERow result files

These are covered in the following sub-sections.

4.1.1 Form Based Data Entry

IRMM supports form-based data entry allowing a meeting organiser to copy data from entry-forms into the IRMM system. This method of loading IRMM with information, as with any data entry task, is both time consuming and error prone. One mitigating factor is that the design of IRMM makes it easy to partition data entry between a number of people. The data each person has entered can be consolidated into a single database after they have each completed their entries. Form based entry including how this task can be divided between multiple persons is described in section 9.5.

4.1.2 Loading Data from an Excel Spreadsheet

During the initial stages of IRMM development it became apparent that the person named to receive entries for an Indoor Rowing meeting would often not be the person who operates IRMM at the meeting. The person receiving entry forms would compile their own electronic database which normally took the form of an Excel spreadsheet. Given the IRMM objective of minimising data entry, a logical extension to the initial software was to add the capability of loading data, subject to some simple constraints on its format, directly from a spreadsheet into IRMM. The constraints on the format of the spreadsheet are detailed below. The way in which spreadsheet data of this type is loaded into IRMM is detailed in section 8.7.

4.1.2.1 Format for Excel Spreadsheet Data

IRMM will only look at the first sheet in the spreadsheet. IRMM will look for a cell containing one of the following strings in a 3 x 3 box of cells in the top left-hand corner of the sheet: “Name”, “First Name”. The row in which one of these strings is found defines the row in which IRMM looks for other column headings.

Having found the first column IRMM looks for columns (within the first 52 columns) with the following headings:

“Sur Name” – this will only be looked for if “First Name” was initially found.

“Affiliation” - "Team", "Club", "affiliation", "team", "club", "Team Name" will also match.

“Age” – “age” will also match.

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“DoB” - "DOB", "dob" will also match.

“Event” - "Events", "event" will also match.

“Race” - "race" will also match.

“Erg” - “Boat", "ERG", "Rower", "C2", "boat", "erg" will also match

As a bare minimum, IRMM must find columns with headings for “Name” (or “First Name” and “SurName”) together with an “Event” column. The gender and weight of a competitor is determined by the Event that they are entered in, rather than being supplied explicitly and all events referenced in the “Event” column must’ve been defined in the meeting into which the data is being loaded.

The remaining columns are optional. If an “affiliation” column is present, “affiliation” information contained in the column will be associated with the relevant competitor. The same is true for “DoB” and/or “Age”. It is acceptable for both “DoB” and “Age” columns to be present. If both are present then for each competitor, IRMM will look first for “DoB” information, and only if this is absent will it attempt to use “Age” information. If this information is inconsistent with the Event the competitor is entered into, then this will be flagged by IRMM and the competitor will not be loaded.

To be able to load competitors automatically into races, both the “Race” and “Erg” columns must be present. If they are, then each competitor that has a valid “Race” and “Erg” defined will be placed in that Race/Erg.

Whilst parsing data, a problem detected with the name field, will prevent any further information for the row from being extracted. If a problem is detected with some other field then that field will be ignored and no data will be shown for it on the screen. E.g. “Affiliation”.

If present, the contents of “Race” and “Erg” will only be considered if there is valid data in the “Event” column and likewise, the contents of “Erg” will only be considered if the “Race” column is present and contains valid data.

4.1.2.2 Additional Information

Two additional columns are supported in the spreadsheet. These will only be utilised by IRMM software if the "Show Extra Competitor Information" option is enabled - see section 8.1.2. The two additional columns are headed "Paid" and "Cert".

The "Paid" column can contain "No" or be left blank. When entry information is being consolidated in a spreadsheet and a competitor has not provided an entry fee, enter "No" against the competitor in this column. When IRMM creates information for use at the meetings registration desk the competitor will be marked as needing to pay - see section 8.12. The default for this item of data is "paid". For example, if this column is not included in the spreadsheet IRMM will assume that all competitors have paid.

The "Cert" column is used to indicate whether a competitor wishes to have a certificate produced for them. Of course, this is only relevant if certificates are enabled for the meeting. If certificates are enabled for the meeting then a "Yes" in this column will cause a certificate to be produced. The default for this item of data is "no". For example, if this column is not included in the spreadsheet IRMM will assume that all competitors do not want a certificate. It is possible to change this using the IRMM user interface (see section 8.13).

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4.1.3 Web-based Entry form

A natural extension of the goal of limiting repetition of data-entry is to move towards a web-based entry form. Rather than entering their details on a paper form, which are then copied on to an Excel spreadsheet or into IRMM using its data-entry interface, the data keyed into the web-based form is captured electronically and loaded directly into IRMM. Competitor details are only entered once, the task is distributed across all competitors and each competitor takes responsibility for errors such as a mistake in the spelling of their name. A system of this type was trialled for the "Enfield Indoor Rowing Gala in Sept 2004". The system worked reasonably well but some issues need to be addressed before this can be made generally available. It is planned to add this capability to a future release of IRMM.

4.2 Loading Race Results into IRMM

There are three ways in which Race Results can be loaded into IRMM:

- By loading the contents of ERow race result files
- Loading data from an Excel spreadsheet
- Manually (if no race result file is generated by ERow)

These are covered in the following sub-sections.

4.2.1 Loading a set of ERow Race Result files

Following completion of races the results will normally be loaded into IRMM by using the files produced by ERow. The manner in which this is done is covered in section 7.15.

4.2.2 Loading data from an Excel Spreadsheet

IRMM can load result data contained in an Excel Spreadsheet. This mode was implemented to allow the results of a large meeting (BIRC 2004) to be loaded into IRMM in the absence of any ERow Result files to use. A spreadsheet was a convenient method as it is fairly straightforward to pick the results off the web, and place them in a spreadsheet. For further information about this feature, please see section 8.8.

4.2.3 Manually

IRMM supports the manual entering of results. This is intended to provide a fall-back position in the event of the failure of the ERow race system for a specific race. Provided the results are recorded manually from the Erg monitors, they can be entered into IRMM by hand. For further information about this feature, please see section 9.29.

4.3 Publishing Data Produced by IRMM

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There are three primary forms of output produced by IRMM for external use:

- Printed paper – provides information for display at meeting and for use in managing the meeting, e.g. information for use on the registration desk. Certificates for finishers can also be generated.
- HTML ouput – creation of both pre and post meeting information, in a format suitable for publishing on the web.
- Excel spreadsheet – the information produced before and after a meeting can also be recorded in an Excel spreadsheet for ease of transfer (email attachment). Such output can be included as part of the output generated for the web, and can be downloaded by visitors to the site hosting the information. It can however, also be generated separately.

This information is generated using standard IRMM facilities as described in sections 7 and 9 of this document.

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5. USEFUL INFORMATION

This section contains some general information that it is useful to be familiar with.

5.1 IRMM and ERow Sim Icons

The standard IRMM installation provides shortcuts on the desktop and in the programs menu for starting IRMM and ERowDataEditor. The icons used to represent these applications are shown below.

Figure 5.1 - IRMM Application Icon

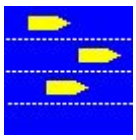

Figure 5.2 – ErowDataEditor Application Icon

The IRMM executable (IRMM.exe) will also display this Icon. In addition, IRMM can generate a number of data files. These all have an Icon associated with them that is shown when they are displayed on your system. The files and icons associated with them are detailed in the following sub-section.

IRMM data files are described in section 3.1. IRMM Meeting files are associated with the IRMM application icon shown in Figure 5.1 above. If you double click on a Meeting File IRMM will be started and loaded with the meeting selected.

Figure 5.3 – IRMM Data Icon

All other types of IRMM data file, are associated with the IRMM Data Icon shown in figure 5.3. If you click on a file displaying this icon, IRMM will be started but will inform you that that the file selected is a data file rather than a meeting file, and will then terminate.

To start using IRMM either initiate IRMM using one of the standard shortcuts (e.g. Icon on the Desktop), or double click on a meeting file. If IRMM is started without specifying a meeting file then

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its initial state is no meeting loaded and you will need to either load an existing Meeting file using menu:

File > IRMM-files - Load > Load-Meeting

or, Create a new meeting using menu:

DataBase > Meeting > Create-New-Meeting-Data.

5.2 Event Labelling

IRMM generates labels that are used to identify an Event based on the features specified for the Event and in a way that is consistent with the conventions used by the sport of Indoor Rowing. These labels come in two forms, long and short. The rules used for generating these labels are best illustrated by a series of examples.

Type	Gender	Weight	LB	UB	Short	Long
2000m	M	LWT	30	39	M 30-39 L	Mens 2000m 30-39 Lwt
2000m	F	Either	50	0	W 50+	Womens 2000m 50+
1609m	M	HWT	0	0	M Open H	Mens Mile Open Hwt
2000m	F	HWT	0	18	W J18 H	Womens 2000m J18 Hwt
2000m	M	LWT	0	22	M U23 L	Mens 2000m U23 Lwt
2000m	F	Either	0	14	W J14	Womens 2000m J14
2000m	Either	Either	0	1	B Team	Mixed 2000m Team
5 mins	M	LWT	40	49	M 40-49 L	Mens 5mins 40-49 Lwt

Note that the short form of the label is only used in a context where the event-type is obvious. Note also that the conventions within rowing for naming Junior races are automatically accommodated. Hence a J18 race has a UB set to 18. Labels such as “Mixed 2000m Team” are generated in an obvious way if “team” is selected rather than “individual” during Event creation.

A lower age bound of n, means that competitors must be at least n years of age on the day of competition. A lower bound set to zero has a special meaning – simply stated – “there is no lower bound”.

An upper bound of m, means that that competitors must not reach the age of m+1 on or prior to the day of competition. An upper bound set to zero means - “there is no upper bound”.

An Open Event has a lower age bound of 0 and an upper age bound of 0 – meaning that there are no age restrictions imposed on those who can enter. An Event for the 60’s and over has a lower age bound of 60, and an upper age bound of 0. An Event with a Lower Bound set to 40 and an Upper Bound set to 49 is open to anyone who has reached the age of 40 on the day of the Event, but has not yet reached the age of 50.

Convention dictates that:

An event with an Upper Bound in the range 2-19 is labelled as a junior event. For an Upper Bound of 18, a womens LWT 2000m event would be labelled as:

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Womens 2000m J18 L

An event with a Lower Bound of 0 and an Upper Bound of 0 is labelled as Open, e.g.

Womens 2000m Open L

An event with an Upper Bound set in the range 20-22 is labelled as "under". If the Upper Bound is set to 22, then the event would be labelled as U23, meaning anyone who hasn't reached the age of 23 on or before the day of competition. E.g.:

Womens 2000m U23 L

An Event with an Upper Bound of 0 and any non-zero Lower Bound is labelled as "+". For Example, if the Lower Bound is set to 60, the events label will be of the form:

Womens 2000m 60+ L

Note that when an Event is defined, in terms of weight it can be defined as being LWT, HWT or Either. If Either is used then the events label will be of the form:

Womens 2000m Open

Rather than:

Womens 2000m Open L or
Womens 2000m Open H

IRMM will allow a female LWT to be entered into the "Womens 2000m Open" but not into the "Womens 2000m Open H". In general meeting organisers are advised to define Events as LWT and Either. Defining an Event as HWT would imply that they intend to check competitor's weight to ensure that they are over 62.5Kg/75Kg before they race in the same way that LWT competitors have their weight verified.

Where an event is Team based rather than Individual based, the event can only be defined being Men, Women or Mixed. Examples of labels are "Mens 2000m Team", "Mixed 5000m Team". Mixed is denoted by a B for "Both" in an Event name to avoid confusion with "M" for "Men". Hence, although a full name will appear as "Mixed 2000m Team", the abbreviated version will be "B 2000m Team".

5.3 Guest Events

The number of EventTypes (e.g. 2000m, Mile, etc…) supported by a meeting is fully configurable up to a maximum of 20. For each EventType any number of Events can be defined differentiated by Gender, Weight and Age Range, provided the overall maximum for the Meeting of 200 is not exceeded.

With each EventType there is also automatically associated a "Guest" event. The Guest event performs the following functions:

1. Competitors can be explicitly entered into the Guest Event. A meeting organiser may wish to do this for Entries that are received after the closing deadline imposed for the meeting.

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2. If a competitor has entered an event as a LWT, and on the day fails to meet the weight, then IRMM can automatically move the competitors entry(s) into the appropriate guest event(s) depending on the setting of Meeting options. Two policies are available for meetings:
   - If a LWT does not make the weight then they are transferred automatically to the equivalent HWT event. Normally you would expect there to be an equivalent HWT event, but if one isn't defined the fallback is to move them into the Guest Event.
   - If a LWT does not make the weight they are transferred automatically into the Guest Event.
3. If there is no age information available for a competitor then the events they can be placed in is only restricted on the basis of gender and weight. If subsequently age information is added for the Competitor which is inconsistent with the Event(s) that they have been entered into, then they will normally be moved automatically into the correct Event. If however no such event has been defined they will be moved to the Guest Event.

5.4 Entry of Date of Birth (or Age)

When a Competitor is entered into IRMM their Date of Birth or Age can be entered optionally. Age should be age on the date of competition. When you enter a competitor into Events, IRMM will use the information it has available to limit the set of Events offered as alternatives to those that are directly applicable to the competitor. If a Date of Birth or Age has been entered then IRMM can be more effective in limiting the set of alternative Events offered. In general, Date of Birth is preferred where possible as this allows IRMM to act in a more flexible manner when it is managing a Meeting spread over more than one day or a series of meetings such as the UK Grand-Prix series.

5.5 Event and Race numbers

5.5.1 Event Numbering

Event numbers consist of a single character prefix where the single character prefix is an upper case letter in the range A-Z. In addition, the single character prefix can be set to "nothing" resulting in normal numbers, i.e. 1, 2, 3, 4, …. Any mix of character prefixes can be used to support various numbering schemes for events based on the preferences of the meeting organisers. IRMM provides facilities for defining the numbers of events when created or at load time, and also provides facilities for subsequently renumbering Events.

5.5.2 Race Numbering

Races are numbered by IRMM automatically. The numbers allocated correspond in the first instance, to their chronological position in the Meetings Schedule. A race can have a scheduled time associated with it. Using this is optional and if a scheduled time is not specified for a race then IRMM will allocate its own number to the race. The n races that do have a scheduled time associated with them are allocated numbers 1 – n, and the remaining races are allocated numbers n+1, upwards, in the order that they are defined.

Inserting a new race into an existing schedule will cause those races scheduled after the new race to have their numbers incremented by one.

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There are two variants on the above scheme:

Although it is good practice, at the outset, to define a complete race schedule, so that numbers after initial setup do not change, there may be occasions where it is necessary at the last moment to add an extra race into an existing schedule. To avoid the confusion that would ensue if the races following the extra race, had their numbers changed, it is possible to "freeze" the existing sequence of race numbers, an operation that results in any extra races that are defined being numbered as X1, X2, X3……etc.. This second set of numbers are determined using exactly the same rules as the first set. (The two sets of numbers can be consolidated into a single set if so desired).

If a single race is split over several ERow races (as happens at BIRC) then although the overall race will be numbered as above, it's sub-races (and therefore the names allocated to ERow files) will, for race number 1 be 1A, 1B, 1C, … etc…. .

5.6 Indoor Rowing Records

Indoor Rowing Records are only required if it is desired to (i) calculate Best Performances of competitors against a baseline set of Indoor Rowing Records or (ii) produce a list of new records set at the meeting. These features are enabled by associating a set of Indoor Rowing Records with the meeting.

IRMM supports facilities for defining sets of Indoor Rowing Records, e.g:

- 2000m World Records
- 2000m British Grand Prix Records
- Mile British Records.

Once a record set is defined it can be saved to a file for subsequent use and/or associated with the Meeting currently loaded in IRMM. A set of records can be saved in either an IRMM format file or an Excel Spread sheet. An Excel Spread Sheet is convenient in that it can be maintained independently of IRMM, but either file type can be loaded into IRMM and modified if necessary, using IRMMs facilities.

An Indoor Rowing Record set is defined for a specific EventType (e.g. 2000m). A single set can be associated with the equivalent EventType (e.g. 2000m) within a meeting and is used for the purpose of calculating Best Performances during the meeting. Multiple record sets can exist for a single EventType, i.e. World Records, British Records, Meeting Records but only a single set can be associated with an EventType within a meeting at any specific time. However, switching between different baselines (e.g. World and British records) for calculating Best Performances and new records is straightforward.

See section 8.2 for an explanation of how to setup and use Indoor Rowing Records.

5.7 IRMM Forms and Windows

IRMM's user interface makes use of multiple forms overlaid exactly on top of each other. The initial IRMM display (see Figure 7.1) is a window showing an appropriate Indoor Rowing related image. IRMM menus are used to select items for viewing such as Competitors, Races and Events, they are displayed in a Form that fits exactly within this window – see figure 5.4.

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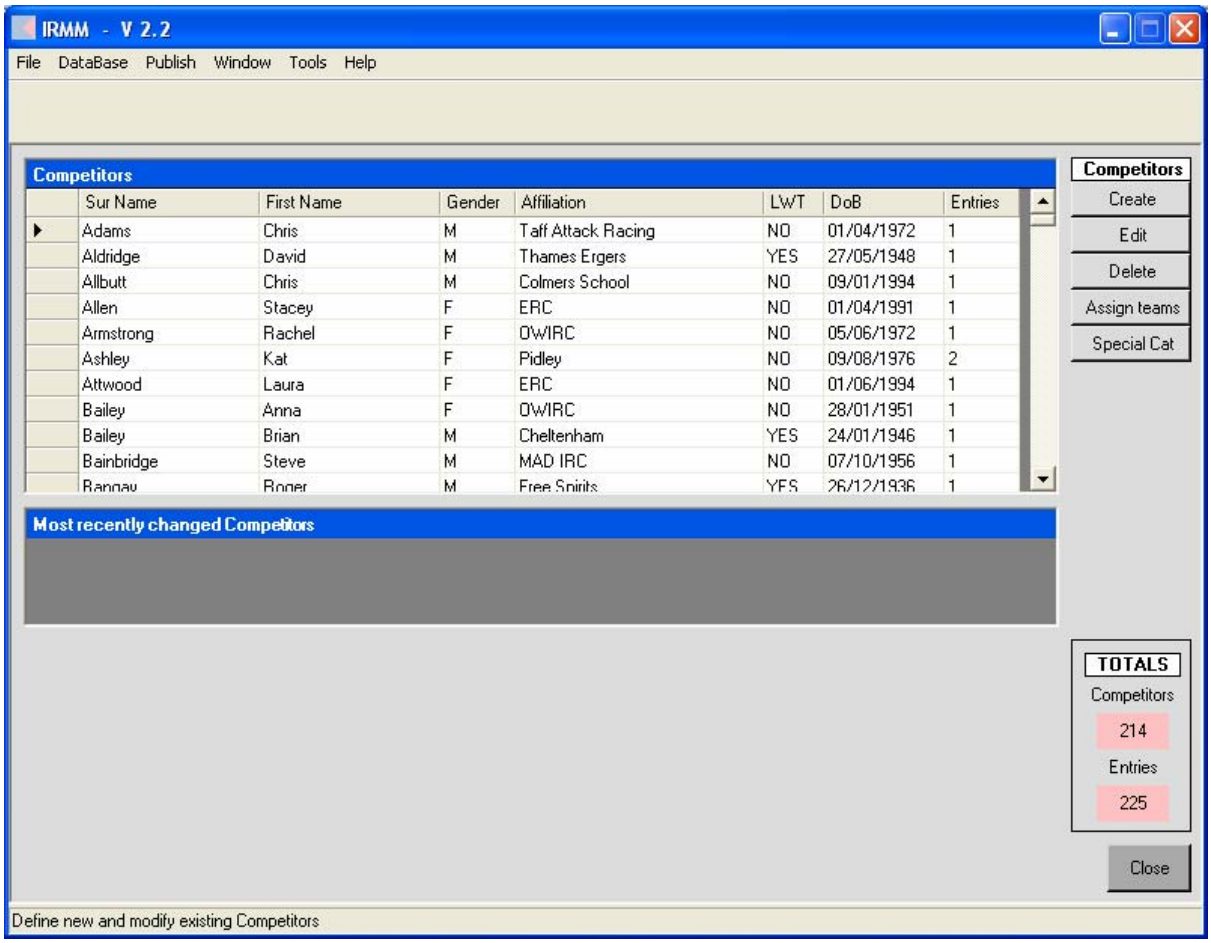
IRMM - V 2.2
File DataBase Publish Window Tools Help
Competitors
Sur Name | First Name | Gender | Affiliation | LWT | DoB | Entries
Adams | Chris | M | Taff Attack Racing | NO | 01/04/1972 | 1
Aldridge | David | M | Thames Ergers | YES | 27/05/1948 | 1
Allbutt | Chris | M | Colmers School | NO | 09/01/1994 | 1
Allen | Stacey | F | ERC | NO | 01/04/1991 | 1
Armstrong | Rachel | F | OWIRC | NO | 05/06/1972 | 1
Ashley | Kat | F | Pidley | NO | 09/08/1976 | 2
Attwood | Laura | F | ERC | NO | 01/06/1994 | 1
Bailey | Anna | F | OWIRC | NO | 28/01/1951 | 1
Bailey | Brian | M | Cheltenham | YES | 24/01/1946 | 1
Bainbridge | Steve | M | MAD IRC | NO | 07/10/1956 | 1
Rangay | Roger | M | Free Spirits | YES | 26/12/1936 | 1
Most recently changed Competitors
Competitors
Create
Edit
Delete
Assign teams
Special Cat
TOTALS
Competitors
214
Entries
225
Close
Define new and modify existing Competitors

Figure 5.4 – Competitors Form

If several different forms are selected then they are superimposed exactly on top of each other with only the topmost visible. If you select the Window top-level menu option a drop-down list will be displayed showing a list of all open forms. The one that is currently top of the pile and visible is indicated by a tick. You can switch between these forms by selecting an entry from the Windows drop-down list, or you can reselect the form from the Database menu.

Each of theses forms contains a “CLOSE” button in its bottom right corner. Clicking this button will close the form.

If you either close a form to reveal an underlying form, or select a form from the windows drop-down list you will be viewing an already open form and the display shown will correspond to what was previously shown subject to any changes that have occurred as a result of modifications to the IRMM database.

If you select a form that is already displayed, via the Database menu, the form displayed will be in a start-up state, regardless of whether the form was or was not already open.

5.8 IRMM Tables

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IRMM uses tables extensively throughout its interface. Figure 5.5 shows a table of competitors with three competitors highlighted. Most items of interest within IRMM (e.g. Events, Entries, Races….) are displayed in similar tables with a set of buttons to the right of the display area, representing operations that can be performed on the items displayed. For example, with figure 5.5, clicking on the Delete button would cause the selected competitors to be removed from the IRMM database (provided they are not marked as having completed a race).

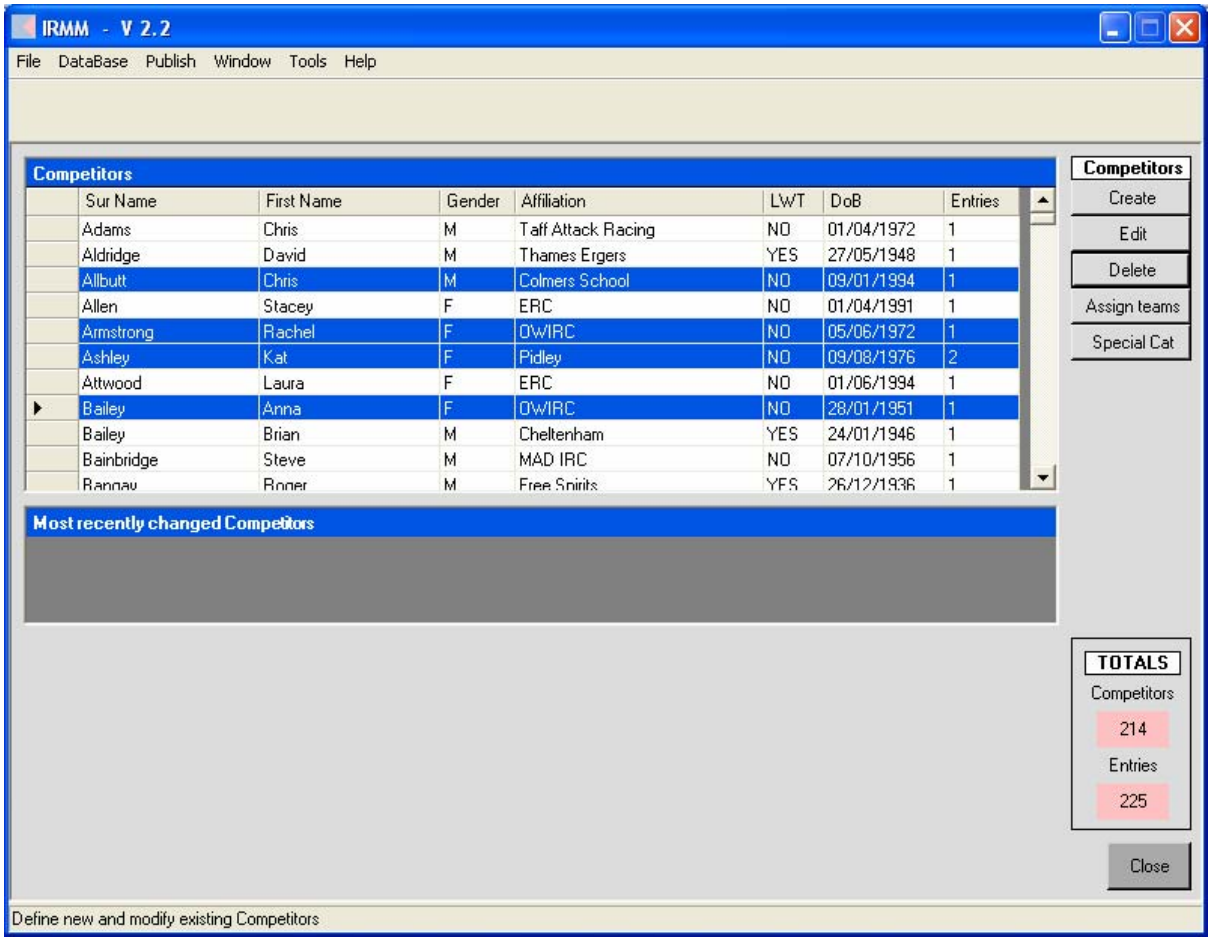
IRMM - V 2.2
File DataBase Publish Window Tools Help
Competitors
Sur Name First Name Gender Affiliation LWT DoB Entries
Adams Chris M Taff Attack Racing NO 01/04/1972 1
Aldridge David M Thames Ergers YES 27/05/1948 1
Allbutt Chris M Colmers School NO 09/01/1994 1
Allen Stacey F ERC NO 01/04/1991 1
Armstrong Rachel F OWIRC NO 05/06/1972 1
Ashley Kat F Pidley NO 09/08/1976 2
Attwood Laura F ERC NO 01/06/1994 1
Bailey Anna F OWIRC NO 28/01/1951 1
Bailey Brian M Cheltenham YES 24/01/1946 1
Bainbridge Steve M MAD IRC NO 07/10/1956 1
Most recently changed Competitors
Competitors
Create
Edit
Delete
Assign teams
Special Cat
TOTALS
Competitors
214
Entries
225
Close
Define new and modify existing Competitors

Figure 5.5 – example of an IRMM table

Items are selected for performing operations on by clicking on the cells in the columns to the left of the table data. Single items are selected with a single click.

Multiple contiguous items can be selected by clicking on the first item and then:

- keeping the mouse button depressed and dragging the mouse up or down the far left column or
- locating the item at the far end of the contiguous block to be selected, and clicking on this whilst the shift key is depressed.

Multiple non-contiguous items can be selected by using the CTRL key in association with the mouse button to select further items after the first item or first contiguous block of items.

5.9 Printing

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IRMM supports printing of a variety of information. An overview can be obtained by examining the menu structure shown in section 6 and considering the items listed under “publish”.

IRMM supports two logical printers. The first is a general purpose printer used for most of IRMMs print output. The second is a printer specifically used for the printing of certificates. These two logical printers can be the same physical device, but the printer used for certificates, if these are being produced will frequently be a separate device, due to the possible printing of these on pre-printed paper or thin card, and the need for quality colour output.

The specific printers used by IRMM can be specified by selecting menu:

Tools > Printer-Setup

The following form is displayed.

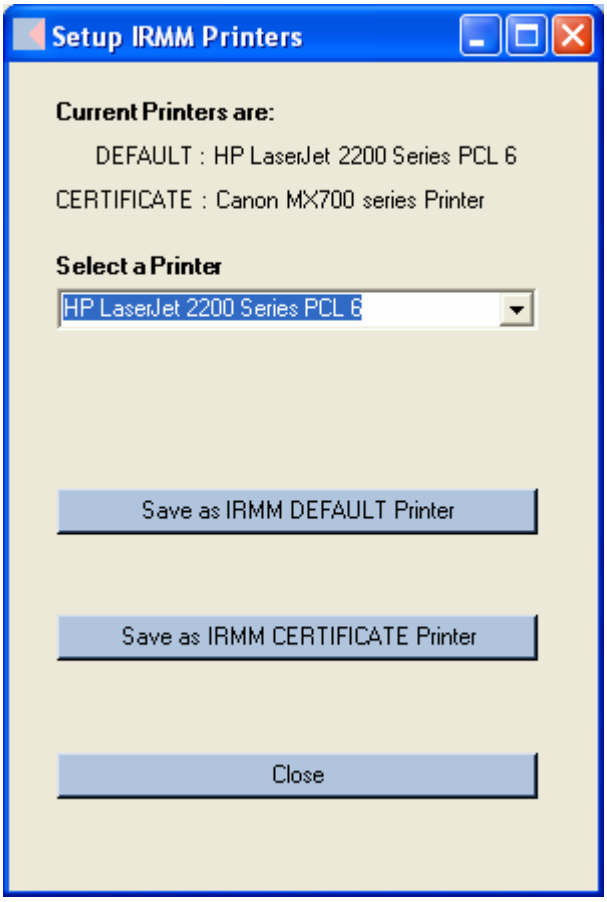
Setup IRMM Printers
Current Printers are:
DEFAULT : HP LaserJet 2200 Series PCL 6
CERTIFICATE : Canon MX700 series Printer
Select a Printer
HP LaserJet 2200 Series PCL 6
Save as IRMM DEFAULT Printer
Save as IRMM CERTIFICATE Printer
Close

Figure 5.6 – Setting IRMM Default Printer

The drop-down list in the centre of the form will display all available printers on the host computer. The required printer can be selected, and the selection is stored as either the DEFAULT or the CERTIFICATE printer by clicking the appropriate Save button.

In general, when an item is selected for printing, a print preview is displayed which allows the user to view the information to be printed before committing to a print – see Figure 5.7.

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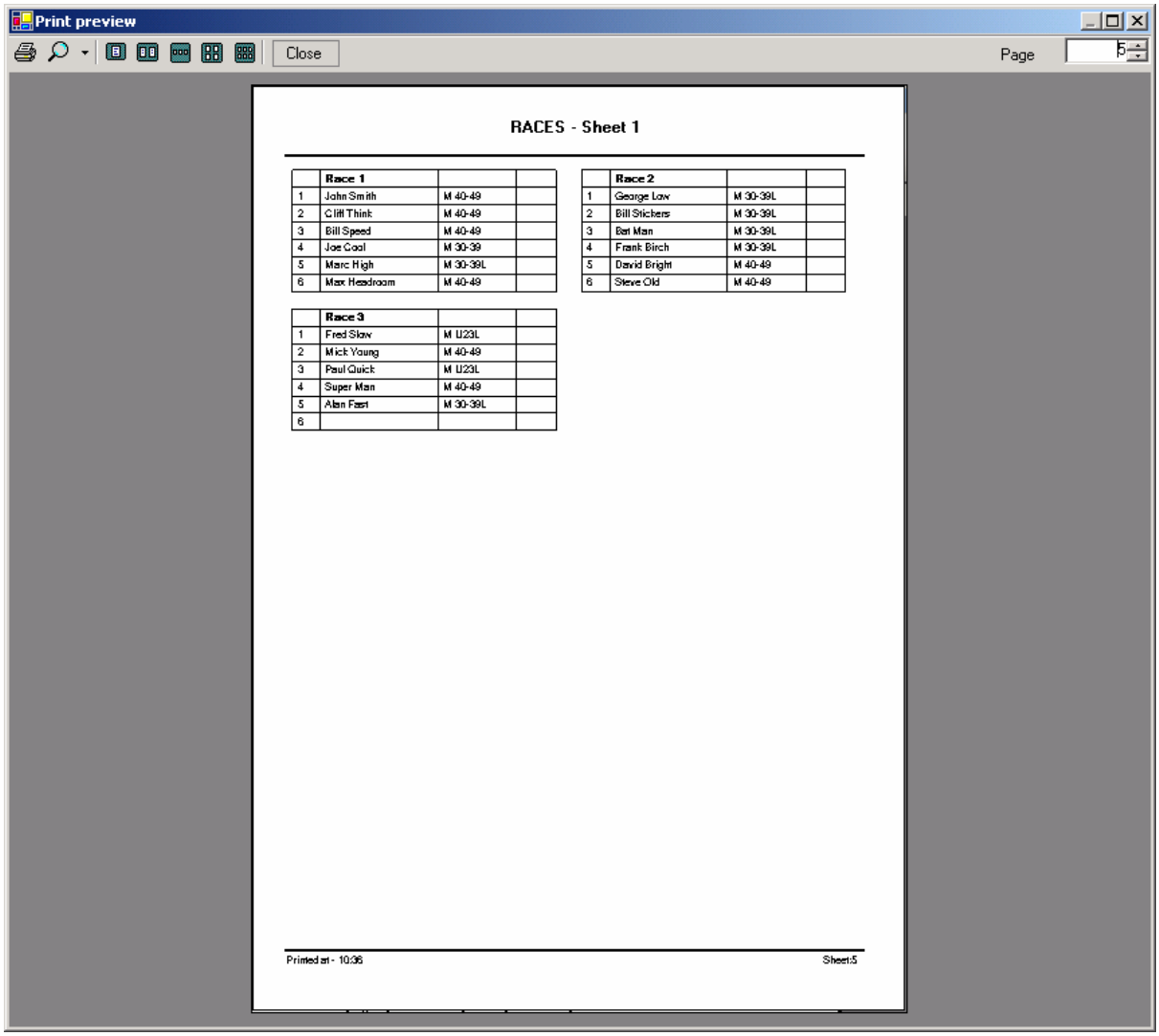

Figure 5.7 – a Print Preview Dialogue

The dialogue uses a re-sizeable window to show you how the information will appear when it is committed to the printer. The number selector in the top right corner allows you to flip forwards and backwards through a multi-sheet document. Clicking on the printer icon in the top left corner causes the document to be committed to the systems default printer and closes the dialogue.

Note that if no printer is installed on your system you will receive an error message whenever you attempt to use any of the print features.

5.10 Error Handling

Unfortunately errors are a fact of life. They may occur for a variety of reasons ranging from the flipping of a bit in memory from a passing high-energy sub-atomic particle, through instability problems in the supporting hardware/software platform created by non-optimal matching of computer components or rogue software to a genuine software bug in the application being run.

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IRMM implements a coherent approach to fielding detected errors, inconsistencies and problems. It will report all errors detected, attempt to record them to a log file and continue operation. If an error is detected that is considered fatal, then IRMM will attempt to (i) inform the user, (ii) save the current meeting in a file if it has been modified since it was loaded or last saved and (iii) exit cleanly.

So that the user can see how IRMM behaves, examples of these two categories of error can be generated by selecting menu:

Tools > Miscellaneous

and clicking on the “Recoverable Error” or “Fatal Error” button as appropriate.

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6. MENU STRUCTURE

The following figure shows the IRMM menu structure.

Top Level	Level 2	Level 3
File	IRMM Files - Load	Load Meeting
		Load Events
		Load Categories
		Load Competitors
		Load Competitors and Entries
	IRMM Files – Save	Save Meeting
		Save Events
		Save Categories
		Save Competitors
		Save Competitors and Entries
	Excel Files – Load	Load Entries by Event
		Load Results by Event
		Load Race Timetable
	Excel Files - Save	Save Entries by Race
		Save Race Timetable
	Exit	
DataBase	Events	Add and Edit
	Competitors	Add and Edit
		Additional Information
	Teams	Add and Edit
		Add Members
	Races	Add and Edit
	Entries	Show all Competitor Entries
		Show all Team Entries
		Show Entries not in a Race
		Show Entries that did not Finish
		Show unconfirmed LWT Entries
		Show LWTs confirmed as LWTs
		Show LWTs conformed as HWTs
		Show Special Category Entries
	IR Records	**Show Indoor Rowing Records**
	Certificates	**Show Certificates**
	Meeting	Edit Current Meeting Data
		Create New Meeting Data
Publish	Before Meeting	Print Event Status List
		Publish Information for Web
		Publish Info.. in Excel Spreadsheet
		Print Registration Sheets
		Print Race Record Forms
		Print Race Schedule
		Print Special Category Contenders
	During Meeting	Print Race Results
		Print Event Results
		Print Best Performances
		Print New Records

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		Print Special Cat.. Performances
		Print Certificates
	End of Meeting	Print Event Result Summary
		Publish Information for Web
		Publish Results as Excel Spreadsheet
		Print List of all Finishers
Window	*See below*	
Tools	**Certificate Setup**	
	Printer Setup	
	Indoor Rowing Records	
	Miscellaneous	
Help	About IRMM	
	Technical Support	
	Documentation	

Figure 6.1 – IRMM Menu Structure

The options available under the top-level menu option “Window”, are explained in section 5.7.

In general all Menu’s are shown subject to the following exceptions:

1. When IRMM is started with no meeting loaded “Publish” is not available and all the options under File and DataBase are suppressed except:
    a. File > IRMM-Files - Load > Load-Meeting
    b. File > Exit
    c. DataBase > Meeting > Create-New-Meeting-Data

2. Following selection of either of:
    a. DataBase > Meeting > Edit-Current-Meeting-Data
    b. DataBase > Meeting > Create-New-Meeting-Data

    to create a new or edit an existing meeting, the only menu options available are:
    a. File > Exit
    b. Tools > Miscellaneous
    c. Help menu items

3. The options shown in bold in the above table relate to “Indoor Rowing Records” (see section 8.2), “Best Performances” (see section 8.2), “Competitor Certificates” (see section 8.11), "Competitor Additional Information" (see section 8.13) and “Special Category” (see section 8.3) and are only shown if these features have been enabled for the meeting currently being managed.

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7. QUICK TOUR

This tour introduces all the core facilities within IRMM by simulating a small meeting. The meeting will have access to six indoor rowers and entries will be received from seventeen competitors. These will be accommodated by running three races. By working through the tour as explained below you should gain a good understanding of what IRMM has to offer.

Before starting, be aware that print-preview functions used within IRMM will only function if there is a printer installed on the computer you are using. Note, the printer does not need to be connected and on unless you want to print hard copy. If no printer is installed a warning message will be displayed if you attempt to use any of the print related functions.

7.1 Working Practices

As with any data entry/manipulation activity it is sensible to perform periodic saves of your work. When you've been adding competitors into your meeting database for 15 minutes (say), spare a few seconds and choose menu option File > IRMM Files – Save > Save-Meeting and choose an appropriate file name. This provides protection not only against the possibility (however unlikely) that the application you are using will crash due to some hither to undiscovered bug, but also against the umpteen other things that can cause a PC to crash. Here's a selection:

- Heating problem – processor gets too hot (it's a hot day, the processor fan isn't working properly, etc..) cause the system to become unstable.
- Stray radioactive particle (supernova explosion, isotope decay, cause a bit in memory to flip). It happens. If you have 256Mbyte of memory and your system is on 24/7 it will happen approx once a month. The bit that gets flipped may or may not be critical to the operation of your system.
- virus or similar has found its way onto your machine
- windows operating system bug…
- dynamic link library problem.
- Power failure.
- etc, etc, etc, …….

It is also possible that you may inadvertently close IRMM without performing a save (despite safeguards built into the application to prevent you from doing this).

As well as performing periodic saves of work in progress also perform backups to alternative media. As sure as day follows night, at some point in your life, one of your hard-disks will die.

7.2 Getting Started

Following installation, double-click on the IRMM Icon that should be present on your desktop.

When the main IRMM application has initialised, (and this may take several seconds the first time) you will see a number of menus to choose from not to mention a snazzy picture of a couple of rows of model C's screaming out to be used. See Figure 7.1 below.

Across the top of the screen you will see the following menu headings:

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File
Database
Window
Tools
Help

The only real options available after startup are:

- **File > IRMM Files – Load > Load-Meeting**
- **Database > Meeting > Create-New-Meeting-Data**

After you have either created a new meeting or loaded an existing meeting the set of options will expand. At the top level, Publish will be added to the initial set. The exact options offered at lower levels will, in part, be determined by the characteristics of your particular meeting.

Figure 7.1 – IRMM Startup Screen

7.3 Database > Meeting Menu

To create a new meeting, select:

DataBase > Meeting > Create-New-Meeting-Data

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You will be presented with a form showing the following fields containing default values:

(a) **Meeting name** – default value is "XXXX Indoor Rowing Championships".
Modify the meeting name as appropriate. It will be used on printed results, etc..

(b) **Name used for files** – default value is "XXX-IRC".
Modify the name used for files, as appropriate. With the default string IRMM will produce files for use with ERow with names, XXX-IRC-01 (for race 1), XXX-IRC-02 (for race 2), etc…

(c) **Meeting start date** – default value is 1st Janauary 2004 and is displayed in the format used by the culture to which the machine is set. E.g. 01/01/2004 in the UK. Modify the date to the date of the meeting. This date is used to determine which events a competitor is eligible to enter and on information that is published about the meeting.

(d) **Meeting duration (number of days)** – default value is 1.
This might be irrelevant right now but one day one of the big events will extend over Saturday-Sunday, which opens a can of worms - see (e). Currently access to this field is disabled and the default of 1 applies.

(e) **Policy for calculating ages** – default value is "First Day of Meeting".
Currently this is used by everyone. Two alternative options are offered. First day of Event is only really relevant to multi day meetings. When a meeting is only a single day in length, selecting "First Day of Event" is effectively the same as selecting "First Day of Meeting". "Special Base Date" allows a series of related meetings to set a single reference point (first day of the series/season) against which everyone's ages are calculated for all races in the series. Currently access to this field is disabled and the default of "First Day of Meeting" will apply.

(f) **LightWeight Policy** – default value is "Transfer to equivalent HWT event".
The value selected here determines how those competitors that enter as Lightweights but who then fail to make the weight, will be handled. The alternative is "Can Row as Guest". If this is selected, it is then at the meeting organisers discretion whether the competitors are actually allowed to row as guests or whether they are barred from rowing.

(g) **Event Types Supported** – default value is a single distance – 2000m.
2000m can be deleted if your meeting does not support this distance by using the "delete" button. The event types (distances and times) that are supported by the meeting can then be added by using the "add-new" button. For each distance a "split" must be defined. This is a value that will be included in ERow files generated for races at this distance and will be used by ERow for generating split data. For a distance race it will be a whole number of metres, e.g. 500 for a 2000m race. For a timed race, it will be a whole number of seconds expressed as mins, or mins:secs. Hence, for a 5 minute race, the split could be entered as "1", meaning every minute, or "2:30", meaning every two and a half minutes.
When a new Event Type is added to a meeting, a "Default Entry Fee" field is also displayed. The contents of this field are only relevant if entries for the meeting are being taken using IRMMs web-based entry form. (This functionality is not currently available in the standard version of IRMM).

(h) **Boats Available/Group** – default value is 10.
This, together with the next field, determines how the available boats are numbered and how they are grouped together for racing with ERow. The normal pattern is to have a single group of n boats all of which are used with a single ERow system, however, for a major event like BIRC the situation is more complex. At BIRC 2006 there were 120 boats, split into three groups of 40 with the boats numbered A1 – A40, B1 – B40, etc… Each group of 40 was managed by a separate ERow syste.

(i) **Groups Available** – default value is 1 (see explanation associated with (h).

(j) **Race Numbers Frozen** – default value is NO.
This value should be left set to NO when a meeting is created. For an explanation of this facility please see section 5.5.2 which explains how IRMM assigns numbers to races.

(k) **Printing of Certificates Required** – default value is NO.

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If this option is set to YES a certificate can be generated for every finisher in a race. These can be printed and reprinted as necessary. Exactly what is printed and where it is placed on a certificate is fully configurable. Certificate setup is covered in section 8.11.

(l) **Meeting Type**: default value is "Standard Meeting".
At BIRC there are special trophies available including BUSA team competitions. Calculating the results of these is enabled by setting "Meeting Type" to "BIRC 2004".

If you intend to walk through the remainder of this tour you should choose appropriate values for (a) "Meeting Name" and (b) "Name used for files". Leave (c) "Meeting start date" set to its default of 1st January 2004 so that the competitor data used later (specifically their dates-of-birth) will result in them being eligible for the expected events and set (h) "Boats Available/Group" to 6. Leave the other fields at their defaults. Next, select the "Create" button at the bottom of the form to confirm your settings. A confirmation message will be displayed following which the Meeting Form will be closed.

The full set of menu options will now be available including "publish" at the top level.

Next, you should select:

File > IRMM-Files - Save > Save-Meeting

and specify a suitable file name and location in which to store your meeting using the Save File Dialogue. If you now leave IRMM, the current state of your meeting can be retrieved by selecting:

File > IRMM-Files - Load > Load-Meeting

when you next fire up the application. Throughout the process of setting up a meeting you should periodically save the current meeting state as a precaution against system crashes and similar. To do this, select:

File > IRMM-Files - Save > Save-Meeting

And use the displayed dialogue to choose a location and filename for the save. You may wish to change the file name each time you save the meeting state so that you always have the option of "rolling back" to an earlier meeting state.

If you select:

DataBase > Meeting > Edit-Current-Meeting-Data

you can change the selections originally made for the meeting subject to the following constraints:

- **Boats Available** – if any races have been defined for the meeting this field is disabled. It can only be changed if all races are first deleted.

You can leave the Meeting form without making any changes by clicking on the "CANCEL" button, to the bottom right of the display.

7.4 Database > Events Menu

7.4.1 Introduction to the Event Form

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Select:

DataBase > Events > Add-and-Edit

The displayed form shows the events defined for the meeting (currently none). This form supports the definition of new events and the editing of existing events. Feel free to experiment. To create a new event click on the "Event – Create" button to the right of the form and fill in the fields that appears at the bottom of the screen. For ages, if no bound applies fill in a 0. For example, for a 60+ age group the lower bound is 60, and the upper bound is 0. For an Open Event both bounds are 0. Define a couple of events. These can subsequently be deleted by first selecting them all (see section 5.8) and then clicking on the "Event – Delete" button to the right of the screen.

The first event created will, unless changed, default to the number 1. Subsequent events are automatically allocated numbers in sequence unless action is taken to change the event prefix and/or event number fields. The event prefix field can be allocated any upper case letter as a value, which then prefixes the number. Thus, a sequence of mens events numbered M1 – M20, could be defined and another sequence W1 – W20 could be defined for women.

Functionality is supported to make it easy to renumber an existing sequence of Event Numbers. Choose the set of events that you want to renumber in the table, select the "Events – renumber" button, and then enter the number of the first event in the new sequence. All the other events chosen will be allocated subsequent numbers in sequence.

7.4.2 Setting up Events for the Quick Tour

Clear the form of any events you have just defined by selecting them and then clicking the "Event – Delete" button.

To setup the events used by the QuickTour, you can either enter them manually, using the Event form, or you can load them from the file, ***QuickTourEvents.ir4*** available from the internet. See section 1.4 of this document for details.

The following events are required:

Number	Event Name	Number	Event Name
1	Mens 2000m Junior 14	17	Womens 2000m Junior 14
2	Mens 2000m Junior 16	18	Womens 2000m Junior 16
3	Mens 2000m Junior 18	19	Womens 2000m Junior 18
4	Mens Open	20	Womens Open
5	Mens 2000m 30-39	21	Womens 2000m 30-39
6	Mens 2000m 40-49	22	Womens 2000m 40-49
7	Mens 2000m 50-59	23	Womens 2000m 50-59
8	Mens 2000m 60-69	24	Womens 2000m 60-69
9	Mens 2000m 70+	25	Womens 2000m 70+
10	Mens 2000m Junior 18 Lwt	26	Womens 2000m Junior 18 Lwt
11	Mens Open Lwt	27	Womens Open Lwt
12	Mens 2000m 30-39 Lwt	28	Womens 2000m 30-39 Lwt
13	Mens 2000m 40-49 Lwt	29	Womens 2000m 40-49 Lwt
14	Mens 2000m 50-59 Lwt	30	Womens 2000m 50-59 Lwt
15	Mens 2000m 60-69 Lwt	31	Womens 2000m 60-69 Lwt
16	Mens 2000m 70+ Lwt	32	Womens 2000m 70+ Lwt

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Figure 7.2 – Events for the QuickTour

To load the QuickTour event definitions contained in the file ***QuickTourEvents.ir4,*** into IRMM, select:

File > IRMM-Files - Load > Load-Events

And use the "Open-File" dialogue to locate and open the file, You will be shown a pop-up window as shown in Figure 7.3. The form tells you the number of events contained in the file, and gives you the option of either loading the events "as is", using the event numbers stored in the file, or loading them, starting from a specified Event Number in a single contiguous sequence. In this instance, it makes little difference which approach is used. Click the "load AS IS" button and the set of events will be loaded. Select the Event form if it is not currently open and you will now see the events that have just been loaded numbered 1-32.

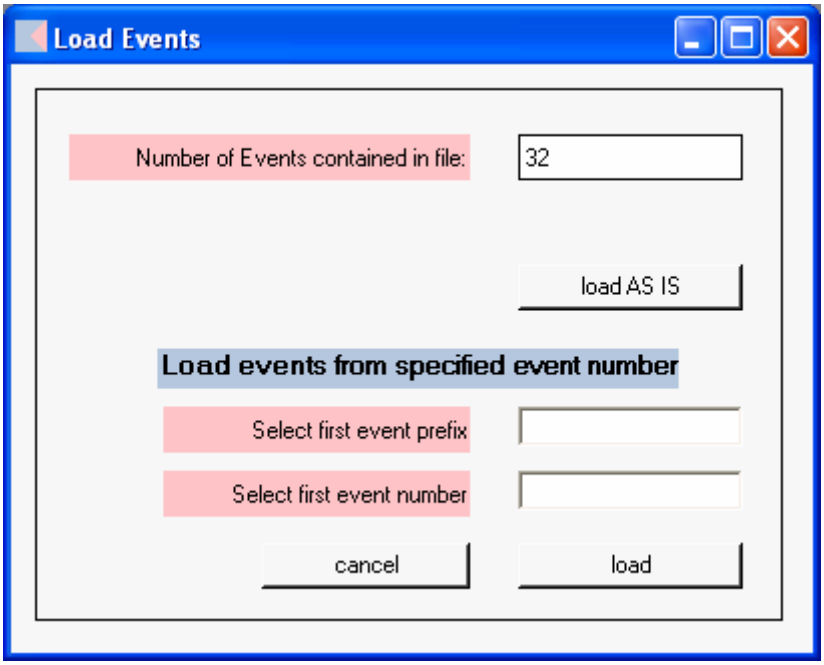

Figure 7.3

Now would be a good time to select:

File > IRMM-Files - Save > Save-Meeting

And perform a save of the current state of your meeting.

7.5 Database > Competitors Menu

The framework for your meeting is now setup. As time passes, entry forms begin to trickle, and then hopefully, flood in. To keep this Quick-Tour quick, you receive a grand total of only 17 entries. Given the 6 indoor rowers allocated to supporting racing this allows us to accommodate everyone with just three races.

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The following table shown as Figure 7.4 summarises the information received on the 17 entry forms. The dates of birth and weights combine to give 8, 7 and 2 competitors in 3 different events. The expected finishing times shown in the Mins, Secs and Tenths columns are used below to demonstrate how these can act as a basis for deciding which competitors to allocate to which races.

First Name	SurName[3]	DoB	Weight	Gender	Mins	Secs	Tenths	Event
John	Smith	05/01/1955	HWT	Male	6	6	6	6
Cliff	Think	04/03/1957	HWT	Male	6	7	7	6
Bill	Speed	05/07/1959	HWT	Male	6	9	8	6
Max	Headroom	06/09/1961	HWT	Male	6	11	9	6
David	Bright	07/03/1960	HWT	Male	6	21	1	6
Steve	Old	04/04/1958	HWT	Male	6	22	2	6
Mick	Young	03/02/1962	HWT	Male	6	23	3	6
Super	Man	05/11/1962	HWT	Male				6
Joe	Cool	08/09/1965	Lwt	Male	6	10	0	12
Marc	High	09/09/1966	Lwt	Male	6	10	2	12
George	Low	01/01/1967	Lwt	Male	6	12	0	12
Bill	Stickers	02/02/1966	Lwt	Male	6	13	0	12
Bat	Man	03/03/1965	Lwt	Male	6	13	9	12
Frank	Birch	04/04/1965[4]	Lwt	Male	6	13	9	12
Alan	Fast	05/05/1966	Lwt	Male				12
Fred	Slow	03/02/1981	Lwt	Male	6	22	8	11
Paul	Quick	04/04/1982	Lwt	Male	6	45	9	11

Figure 7.4 – Entries in Meeting

It's a good idea to try loading this data (or at least some of it) by hand using the Competitors Form. These entries are also available in a spreadsheet – **QuickTourEntries.xls** – available for download from the internet. Sees section 1.4 of this document for details. The QuickTour entries can be loaded directly into IRMM from this file.

7.5.1 Loading Quick Tour Entries using the Competitors Form

Select:

Database > Competitors > Add-and-Edit

At the bottom of the screen there are two panels. To the left is the Competitors panel, to the right is the Entries panel. Enter the name, DoB, gender and weight of the first competitor.

Age data can be entered as either a Date of Birth text-string (the default) or as the competitors age (e.g. 21) on the date of the meeting depending on the information available. To switch between these alternatives, select:

Database > Meeting > Edit-Current-Meeting-Data

[3] All names in the table are fictitious. Any resemblance with known or living persons is completely coincidental.

[4] I wish

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Towards the top of the screen, select the "Output" tab. Toggle the setting within the "Input of Competitor age data" panel and click the "Save" button.

Note that it isn't necessary to enter the Competitors DoB or age if these are unavailable. The only implication of not entering this information is that the list of Events IRMM offers in which the competitor can be entered, can not be filtered on the basis of age and will therefore be much larger.

The affiliation field can be left blank, or you can enter any appropriate string such as the name of a club, gym or similar.

When the Competitors details have been entered, click the "Save-Data" button at the bottom of the Competitors panel. The first competitor will be shown in the table above and the entries panel to the bottom right will be enabled. Select the "drop-down" indicator to the right of the "Event" box. The events that "John Smith" is eligible to enter are displayed. The event each competitor is entering is shown in the table above. John Smith is entered in Event 6. Choose "Event 6 Mens 2000m 40-49" from the alternatives displayed, enter the expected finishing time and click on the "Save-Event-Data" button. If Event 6 isn't shown as an option this is probably because the meeting start date has been changed from its default of the 1st of January 2004. Having selected Event 6 in the "Event" field, enter John Smiths expected finishing time in the "Expected Time" fields.

We now have a choice between entering "John Smith" in further events or entering the next competitor. Click on the "Another" button at the bottom of the Competitors panel and enter the competitor data for "Cliff Think". Repeat for all 17 competitors, entering each competitor in just the 2000m event appropriate for their age (the intended Event numbers are shown in the table above).

Note that the first eight competitors are HWTs. When you reach "Joe Cool" you will see that the number of events available to a LWT is more extensive. The LWT competitors should be entered in the LWT 2000m event appropriate for their age.

(**Note:** "HWT" events are offered as an option to LWTs as these Events have been defined as being open to both HWTs and LWTs. The number of options shown for LWTs could be restricted by defining the HWT events as being just for HWT competitors. A potential implication of this approach is that at registration you should strictly weigh in all competitors to ensure that only HWTs competed in HWT events and only LWTs competed in LWT events. The approach adopted in this area is of course at the discretion of the meeting organisers).

7.5.2 Loading Quick Tour entries from a Spreadsheet

As mentioned above, as an alternative to entering competitor information by hand, the above data can also be loaded from the file ***QuickTourEntries.xls*** available for download from the internet. See section 1.4 of this document for details. If you wish to use the contents of this file, it is probably a good idea to at least enter 3 or 4 competitors as described above to familiarise yourself with the operation of this form. Any Entries and Competitors setup should then be deleted before loading the data held in ***QuickTourEntries.xls.*** To delete competitors and their associated entries, select:

DataBase > Competitors > Add-and-Edit

Select all competitors shown in the table and then click on the "Competitor – Delete" button to the right of the form.

To load the competitor and entry information contained in the file ***QuickTourEntries.xls,*** select:

File > Excel-Files - Load > Load-Entries-by-Event

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Click on the “Spreadsheet – Fetch-Entries” button and use the Open File dialogue to locate and open the ***QuickTourEntries.xls*** file. IRMM will display any entries it finds in the file and show them on the screen, together with a message summarising the outcome of the operation. In this case the message will read – “There are 17 entries ready to load”. The entries can be loaded into IRMM’s database by clicking on the “Entries-store” button.

Use the Competitors form to check the loaded competitors. Select:

DataBase > Competitors > Add-and-Edit

to do this and then select the Entries form to check the Events in which they have been entered. Select:

DataBase > Entries > Show-all-Entries

so that you can perform this check.

Note that if any errors are detected in the competitors name or affiliation then this information can be modified at any stage of the meeting by selecting the competitor and then clicking on the “Competitors – Edit” button to the top right of form. Typically, a competitor will spot an error when looking at Race or Event information that has been published either prior to or at the meeting. Any changes that are made will be reflected in information that is republished.

Similarly, if a competitor’s age or gender need to be changed any entries associated with the competitor will be automatically reallocated to the correct event.

Having completed input of competitor and entry information for the meeting it is again a good time to select:

File > IRMM-Files - Save > Save-Meeting

and perform a save of the current state of your meeting.

7.6 Examining Entries

Select:

Database > Entries > Show-all-Entries

You will see all the entries that have been defined. If necessary specific entries that have been setup erroneously can be deleted using this form. Select the entry in the table (see section 5.8) and click on the delete button at the bottom of the form.

Having entered the 17 competitors shown in Figure 7.4, there will be a one-to-one correspondence between the information on the entry and the competitor forms as each competitor is entered in a single event. Of course, in a real meeting, particularly if more than one competitive distance is offered, there are likely to be multiple entries for some competitors.

Select:

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DataBase > Events > Add-and-Edit

The Events form summarises the number of Entries in each Event. There should be:

- 8 competitors in event 6
- 2 competitors in event 11
- 7 competitors in event 12

Select event 6 and click on the "Entries - Show" button. The set of entries in Event 6 is displayed in a table in the bottom half of the form. If you want a printed copy of the competitors in an event, select the event and click on the "Results – Print-Preview" button.

For a large meeting you may want to take a hard copy of the information shown on the Event form away to study and consider how you want to allocate Events to Races. Click on the "Events – Prnt-Summry" button. This information is also available by selecting:

Publish > Before-Meeting > Print-Event-Status-List

The next step is to create some races and allocate the 17 entries to them.

7.7 Database > Races Menu

Select:

Database > Races > Add-and-Edit

And click on the "Race – Create" button.

At the bottom of the screen, select the race distance (2000m) by clicking on the triangle to the right of the "Select Type" box, define a time for the race by filling in the "hours" and "mins" boxes with appropriate values and confirm the race definition by clicking on "Click-to-Add-New-Race". Adding a description is optional, as is providing a scheduled time. These fields can be subsequently modified by selecting the race in the table at the top of the form and clicking on "Race – Edit".

Next, click on the "Create-New-Race" button to create a second race. Repeat to add a third.

The 17 entries now need to be allocated to the three races. The entries can be allocated to races in any way you wish. The basic method is:

- Select a race to populate with competitors, from the table at the top of the form and click on the "Entries – Show+Edit" button to the right of the form.
- The current status of the selected race is shown to the bottom of the screen. You will see a table displayed showing six empty boats.
- The next step is to choose some competitors to place in this race. Click on the triangle to the right of the "Select entries from Events" box to see the events that contain entries available for allocation. Choose "All events" and then click on the "get-entries" button. All 2000m entries are displayed at the top of the screen, sorted by expected finishing time.
- Next click the "clear-entries" button so that an alternative approach can be demonstrated. From the "Select entries from Events" box select one of the three events, and click on the "get-entries" button. The competitors entered in this event are displayed in the top half of the screen, sorted by expected finishing time. Competitors associated with other events can be

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added by choosing the relevant event. The entries shown in the display at the top of the screen will be sorted first by event, and secondly, by expected finishing time.

- To add competitors to the race, first load a set of competitors into the top half of the form as just described. Figure 7.5 shows the screen after Event 6 has been selected to provide a source of competitors for race 01. The fastest 6 competitors have been selected ready for loading into the race. Following selection of some competitors, click on the "Entries - Add-to-Race" button in the bottom right panel of the form. The selected competitors will be added to boats in the same order that they appear in the list of entries shown at the top of the screen.
- Competitors can also be added to a race by clicking specifically on the boats in a race. Having selected one or more competitors from the top half of the screen, clicking on a specific boat will allocate the first competitor to that boat. In this way the fastest two competitors can be allocated to boats 3 and 4, the next fastest to boats 2 and 5, and the two slowest competitors to boats 1 and 6.

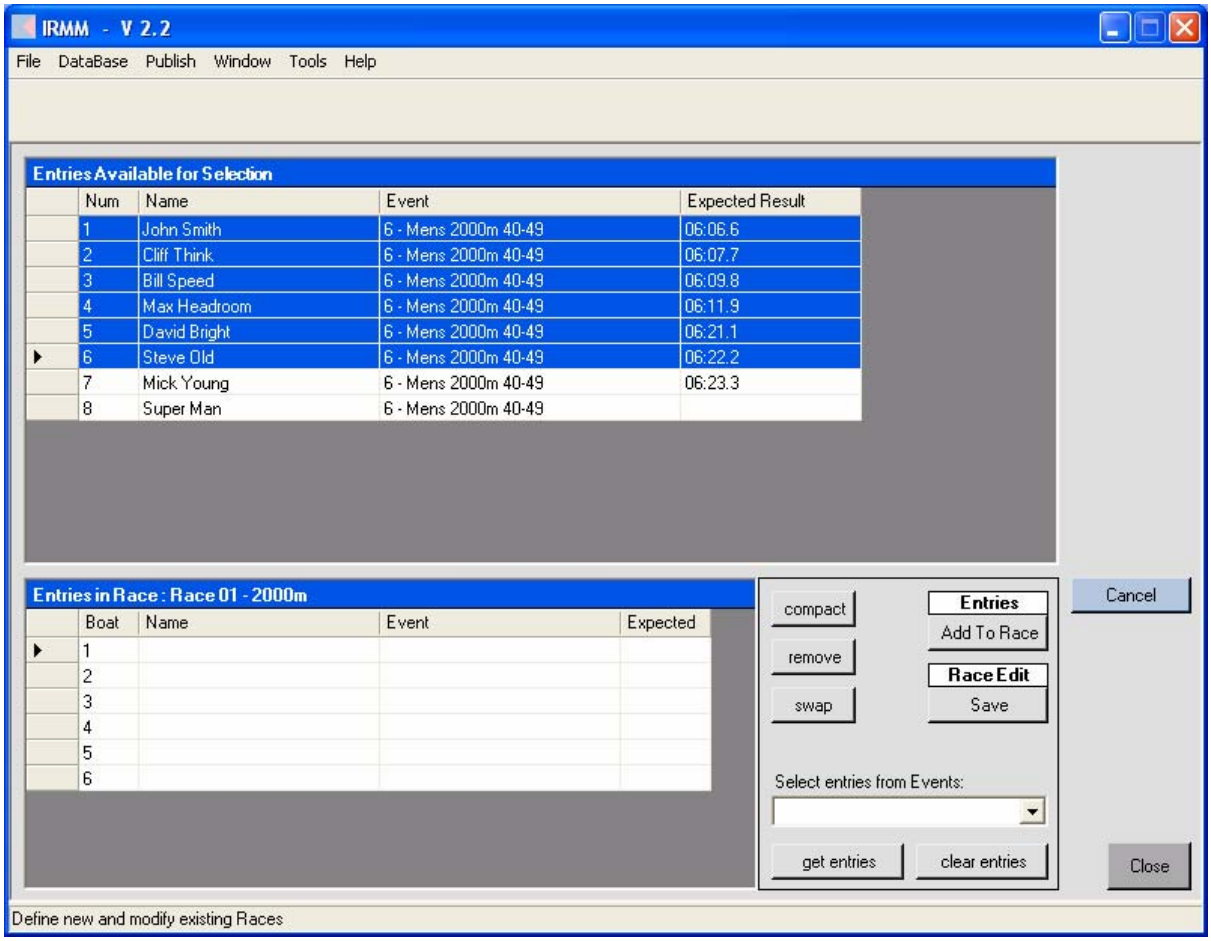
IRMM - V 2.2
File DataBase Publish Window Tools Help
Entries Available for Selection
Num Name Event Expected Result
1 John Smith 6 - Mens 2000m 40-49 06:06.6
2 Cliff Think 6 - Mens 2000m 40-49 06:07.7
3 Bill Speed 6 - Mens 2000m 40-49 06:09.8
4 Max Headroom 6 - Mens 2000m 40-49 06:11.9
5 David Bright 6 - Mens 2000m 40-49 06:21.1
6 Steve Old 6 - Mens 2000m 40-49 06:22.2
7 Mick Young 6 - Mens 2000m 40-49 06:23.3
8 Super Man 6 - Mens 2000m 40-49
Entries in Race : Race 01 - 2000m
Boat Name Event Expected
1
2
3
4
5
6
compact
remove
swap
Entries
Add To Race
Race Edit
Save
Cancel
Select entries from Events:
get entries
clear entries
Close
Define new and modify existing Races

Figure 7.5 – Competitors selected for inclusion in Race

- The remove, swap and compact buttons associated with the "Entries in Race" table can be used to shuffle competitors around in the boat. See section 7.8 below.
- When allocation of competitors to a race is finished, click on the "Race-Edit - Save" button to the right of the bottom panel. This will cause the information setup to be stored in the IRMM database and the set of all races to be redisplayed at the top of the screen. Another race can then be selected and the process can be repeated so that all 17 entries are allocated to the three races.

Having completed the above it is again a good time to save your meeting.

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7.8 Use of Remove, Swap and Compact

Having brought up the entries in a race by first selecting a race, and then clicking on the "Entries – Show+Edit" button, the following operations are available for using on the entries allocated to the race:

remove:
Select one or more boats, and click on remove. The selected boats will be emptied.

swap:
Select two boats and click on swap. Unless the two boats are adjacent, you will need to use the CTRL key when selecting the second boat. (See section 5.8).

compact:
Click on compact, and the n competitors in the race will be shuffled up so that they occupy boats 1-n. If boats 1-n are already occupied then no action is taken. If for example, the boats are occupied as follows:

boat 1 – A
boat 2 – empty
boat 3 – B
boat 4 – C
boat 5 – empty
boat 6 – D

After using compact, the boats will be occupied as follows:

boat 1 – A
boat 2 – B
boat 3 – C
boat 4 – D
boat 5 – empty
boat 6 – empty

Note: See section 7.11 below for further information on the handling of empty boats by IRMM/ERow.

7.9 Final Checks before Publishing Race Day Schedules

Entries have closed, you've sorted out who is in which race, and are ready to make this information available to the world. Before doing this however, it's sensible to make a couple of checks. Select:

DataBase > Entries > Show-Entries-not-in-a-Race

The displayed information will show whether any entries have been missed when races were setup. It is also worth checking whether there are any competitors defined that have not been entered in any events. Select:

DataBase > Competitors > Add-and-Edit

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A zero in the “entries” column indicates that the competitor has not been entered in any event.

7.10 Publishing Race Day Entries

Select:

Publish > Before meeting > Publish-Information-for-Web

A set of HTML files will be generated showing the entries in your meeting organised by both Event and by Race. You will be asked to confirm the name of the root file for this set (default is Entries.html) and the folder in which they should be created. Having completed this operation, find the folder on your desktop and double-click on Entries.html or the alternative name that you selected, to review the information published with your browser.

To publish this information on the web, the set of files generated need to be moved to a single folder on a web-site and a link needs to be provided to the root file.

7.11 Setup of ERow Race Files

It is now time to complete the final preparations for your meet. Select:

DataBase > Race > Add-and-Edit

Select all three races shown in the table and click on “Create – Erow-Files”. Choose an appropriate folder to save the ERow files in using the Save-Files dialogue.

Note that if you attempt to create an ERow race file for a race containing n competitors where some of the first n boats are unoccupied, IRMM will automatically generate a race file with the string “empty” allocated to the unused boat(s). Note that if ERow encounters a race file where the nth boat contains no name, all subsequent boats will be ignored. Inserting the string “empty” avoids this problem.

7.12 Registration Information

Select:

Publish > Before Meeting > Print-Registration-Sheets

A preview of the first page of registration information will be displayed – see section 5.9 for details about printing. There will be at least 5 pages and these can be scrolled through by using the page number indicator to the top-right of the dialogue. The registration information produced consists of the following:

1. list of LWT Women – this will be blank apart from heading as no LWT women have entered your meeting
2. list of HWT Women – this will also be blank apart from heading
3. list of LWT Men – 9 competitors

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4. list of HWT Men – 8 competitors
5. list of Races – 3 races showing the competitors in each race

The first four lists are organised alphabetically by surname and the set of races that each competitor is competing in is included against their name. The list of races is ordered based on their scheduled time or if no scheduled time has been provided, in accordance with the numbers allocated to the races by IRMM. Each race shows the competitors participating in the race and their boat allocation.

The above information is intended to support registration checks for (a) presence, (b) actual weight in the case of LightWeights. For LWTs, the time that their two hour weigh-in window commences is shown on the registration list. If a LWT competitor is entered in multiple events then there will be a separate entry for each event showing the start of their weigh-in window for each Event.

By using the race information associated with each competitor to cross-reference to the races shown on the "list of Races" it is straightforward keeping track of the status of specific races and the potential availability of spare boats due to no-shows, etc…

7.13 Race Record Forms

If you plan to have recorders who record the result of a competitor's race on a form when they complete their row, IRMM can print the forms needed. These will show for each ERG in a race, the competitors name and the event in which they are competing. If a set of records is being used for the meeting the relevant record for the competitor is shown on the form so that it is easy to identify a record-breaking performance. Select:

Publish > Before-Meeting > Print-Race-Record-Forms

A table showing the races in the meeting is displayed. By selecting a race(s) and clicking on "Print-Preview-Selected", the forms generated for that race(s) can be viewed. These are generated, two-per-sheet, and on a per-race basis.

7.14 Processing LightWeight Competitors

It's the day of the meet. Competitors start arriving and registering at the front desk. LWT competitors are weighed. Some make the weight, others fail. Of the nine LWTs entered in the meeting, three have made the weight, three have failed and three have not yet been weighed. Select:

DataBase > Entries > Show-Unconfirmed-LWT-Entries

Select those LWTs that have been confirmed as LWTs (any three) and select the "Confirm-as-LWT" button to the right of the form. Select those LWTs entries that failed to make the weight (any three) and select the "Confirm-as-HWT" button to the right of the form.

Strictly, it doesn't matter whether you do this before or after races have taken place. If the race takes place before confirmation of weight has been entered into IRMM, the competitors will appear in the result for the LWT event with "(nc)" to indicate, non-confirmed alongside their name. If the weight is then confirmed as LWT or HWT as described above, the results of events will be corrected as appropriate, and they can be reprinted.

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Note: If a LWT entry is incorrectly confirmed as a LWT/HWT, select:

DataBase > Entries > Show-LWTs-confirmed-as-LWTs/HWTs

as appropriate. The screen will show all competitors that have been previously confirmed as LWT or HWT. Selecting those entries for which an error has been made, and then selecting the "Reverse Confirm" button to the right of the form will result in the previous action being undone, and the entries becoming available again as Unconfirmed LWT-Entries. They can then be classified correctly.

7.15 Interactions with ERow

Its time for some fun and action! You will need to make use of the ERowDataEditor application. Section 1.4 details where this can be found. If you have not already done so, download a copy of the ERowDataEditor application and install it on your machine.

You have already created three ERow race files for the QuickTour meeting. First start the ERowDataEditor, and the select:

File > ERow-Files - Load > Load-Race-File

Use the Open Dialogue to find and open the race 01 file created earlier. You will see 6 boats displayed with their allocated competitors. The string shown under "Name" is a combination of the competitors name and a description of the event they're competing in, as is often used with ERow for identification purposes at Indoor Rowing meets. Finishing times for each competitor need to be filled into the appropriate cells (Mins, Secs and Tenths) in the table. If a competitor didn't finish, simply leave all three fields against that competitor, blank. When finished select:

File > ERow-Files - Save > Save-as-Result-File

to open a save dialogue and save the race result in an appropriate location. This can be repeated either now or later to generate result files for races 02 and 03.

Return to IRMM. Open the race form by selecting:

DataBase > Race > Add-and-Edit

and then click on the "Load – set-folders" button. The displayed form shown in Figure 7.6 allows you to define folders for ERow Results, SplitData and StrokeData files. All three file types can be generated by ERow for a race that it supervises. In this simulation we are however only able to use Result files.

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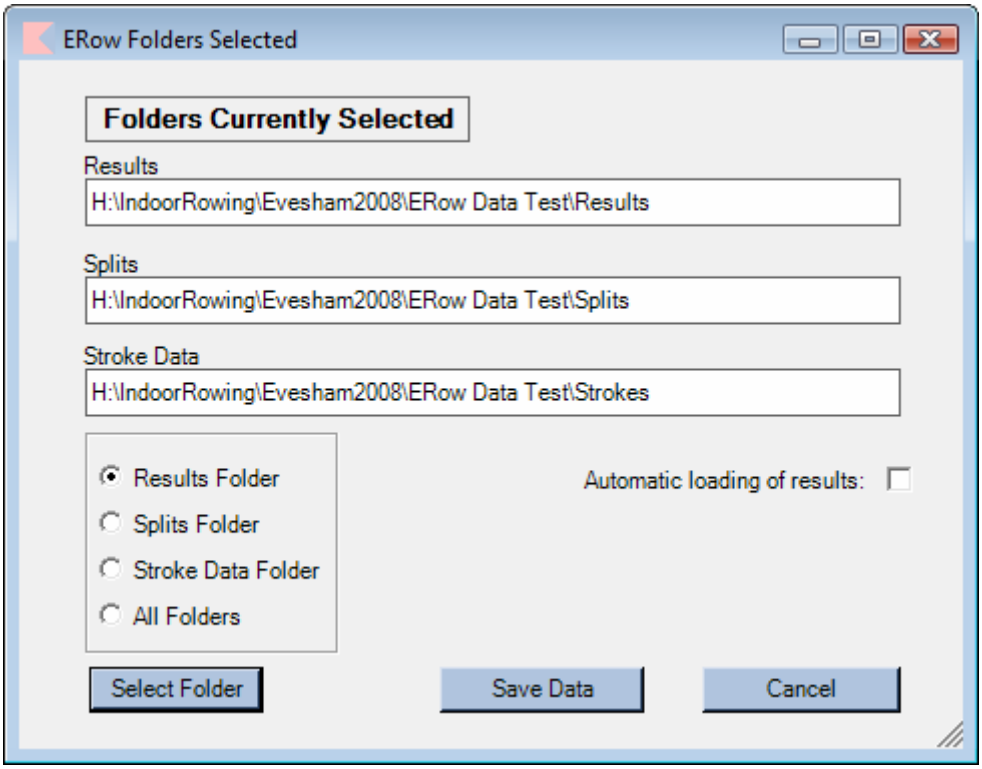

Figure 7.6 – Set Folders Form

Ensure that the "Results-Folder" radio-button towards the bottom of the form is selected. Click on the "Select-Folder" button. Using the displayed dialogue box, navigate to the folder where you are storing ERow-Result files, and click on OK. The chosen folder will be displayed in the "Results" field of the form. For a real meeting, this process should be repeated for the "Splits" and "Stroke-Data" folders. When completed, click on the "Save-Data" button. Note that if a single folder is used to contain Results, Splits and Stroke data files, then the setting of all three fields can be performed together by setting the "All Folders" button before selecting a folder.

Next, select one or more races from the table on the form, for which result files exist and click on the "Load – Results" button.

When an Erow Result file is retrieved, IRMM will check for any mismatches between the names returned and the names IRMM expects. If there are any IRMM will flag these up and will refuse to load the data. The circumstances under which this might happen (e.g. changing a competitors name to correct a spelling mistake on ERow, just before a race starts) and the steps to take on IRMM are described in section 7.20 below.

7.16 Displaying Initial Result Information

Select:

Publish > During-Meeting > Print-Event-Results

One or more events will be shown in a list waiting to be printed. Which events are shown will depend on which entries were allocated to Race 01 and whether any LWTs competing have been confirmed as LWTs or HWTs. By selecting one or more Events and then clicking "print-preview-selected", the selected event results can be seen (and printed). Now select:

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Publish > During-Meeting > Print-Race-Results

The display shows those race results waiting to be printed. By selecting one or more RAces and then clicking “print-preview-selected”, the selected race results can be seen (and printed). Now select:

Publish > End-of-Meeting > Print-Event-Result-Summary

A print preview will be displayed showing the first sheet of a summary of events results after one race.

7.17 Remaining Races

1. If you haven’t generated results for races 02 and 03 then do so by using the ERowDataEditor.
2. Returning to the Race form, select the remaining two races and retrieve their results.
3. Check the individual race and event results and the event summary as described previously.
4. Select:

   Database > Entries > Show-Unconfirmed-LWT-Entries

   and confirm the outstanding LWTs as either LWTs or HWTs as desired. Note that event results will be updated if necessary and that any changes to a previously printed result will cause the relevant events to be made available again for printing.
5. Print out the final results of the Events and the Event Summary as described above.
6. Pass the Event Summary sheet to the master of ceremonies to crib from when they’re handing out prizes/medals.

7.18 Publishing Race Day Results

Select:

Publish > End-of-Meeting > Publish-Information-For-Web

As with entries, a set of HTML files will be generated showing the results from your meeting organised by both Event and by Race. You will be asked to confirm the name of the root file for this set (default is Results.html) and the folder in which they should be created. Having completed this operation, find the folder on your desktop and double-click on Results.html or the alternative name that you selected, to review the information published with your browser.

To publish this information on the web, the set of files generated need to be moved to a single folder on a web-site and a link needs to be setup to the root file.

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7.19 Best Performances

For the hell of it, but only if you're interested select:

Tools > Indoor-Rowing-Records

Click on the "Load-from – Excel-SS" button, and use the Open File dialogue to find the file ***British2000mRecords.xls*** available for download from the internet. See section 1.4 of this document for details.

Following loading, a set of British Records will be displayed on the screen. Click on the "Save-To - Meeting" button to attach these records to the current meeting. Now select:

Publish > During-Meeting > Print-Best-Performances

The "paper" listing displayed ready for printing shows the best 10 male and female performances against the set of records that have been loaded. A complete set of everyone's performances will be included in the web-based results when these are published.

7.20 On-the-day changes

That is the end of the Quick Tour. There are other features in IRMM, e.g. printing of certificates for finishers, that were not used in the Quick Tour. Run your eye over the contents list of the "How To" section of this User Guide to get a quick overview.

The remainder of this sub-section covers some of the practical issues that occur when using IRMM in real-life as opposed to undertaking a paper exercise.

Changing a Competitors Name on ERow

During the process of transferring competitor names from entry-forms into other systems, errors often occur. Its not uncommon for a competitor to request the spelling of their name to be corrected on ERow just before their race is due to start. Normally, the pragmatic solution is to edit the name on ERow. Any such spelling changes will need to be mirrored on IRMM before the race result file can be loaded successfully into IRMM. If the changes are not made on IRMM prior to loading the race result file, you will receive an error message together with a small pop-up showing you the differences between the expected names (stored in IRMM) and those found in the results file, an example is shown in Figure 7.7 below. This is your cue to make the changes in IRMM and when they have been undertaken, the result file will load successfully.

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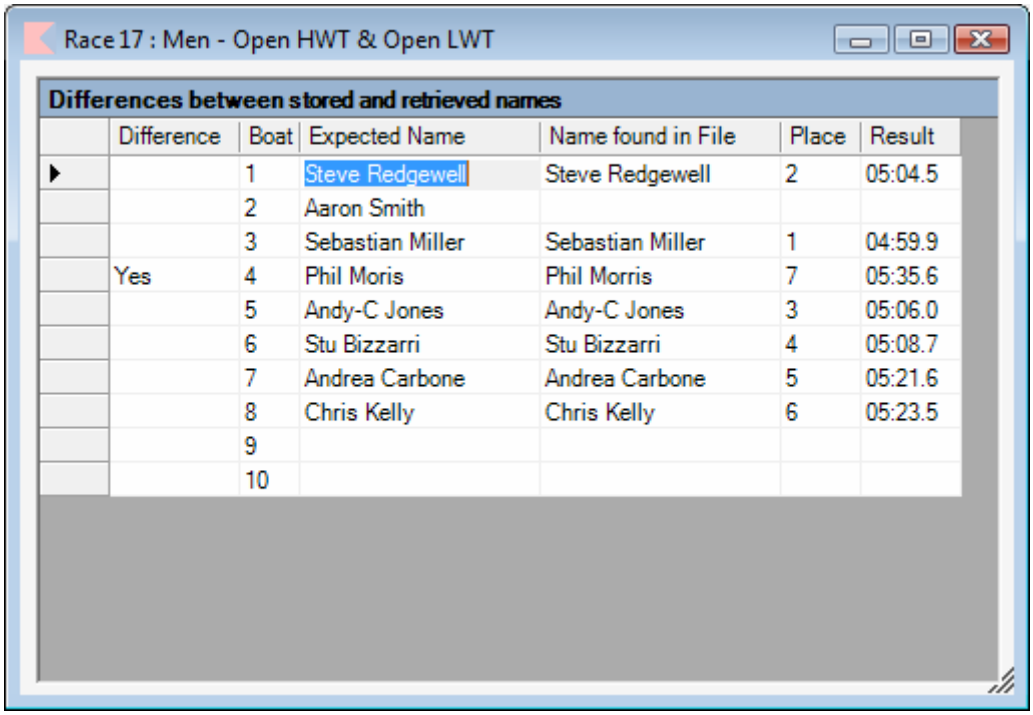
Race 17 : Men - Open HWT & Open LWT
Differences between stored and retrieved names
Difference
Boat
Expected Name
Name found in File
Place
Result
1 Steve Redgewell Steve Redgewell 2 05:04.5
2 Aaron Smith
3 Sebastian Miller Sebastian Miller 1 04:59.9
Yes 4 Phil Moris Phil Morris 7 05:35.6
5 Andy-C Jones Andy-C Jones 3 05:06.0
6 Stu Bizzarri Stu Bizzarri 4 05:08.7
7 Andrea Carbone Andrea Carbone 5 05:21.6
8 Chris Kelly Chris Kelly 6 05:23.5
9
10

Figure 7.7 – Race Differences Screen

To make the necessary changes to competitors names, select:

DataBase > Competitors > Add-and-Edit

Find the Competitor by scrolling through the displayed table (competitors are sorted alphabetically by surname). Select the competitor in the table and click on “Competitors – Edit”. Make the same modifications to the Competitors name as have already been done on ERow and click on “Save Data”. If these changes are done correctly the Race Result file generated by ERow can then be loaded successfully into IRMM.

Changing the boat a competitor is in at the last moment.

On occasions, due to no-shows, some competitors may be isolated when it comes to race. For example, suppose the competitors for ERGs 2 and 3 do not show. The competitor on ERG 1 may, not unreasonably, request that they be moved to ERG 3, so that ERGs 3-6 are occupied and everyone is racing next to someone. Normally the pragmatic approach is to make the changes on ERow, and then mirror these on IRMM before uploading the results file. As with competitor name corrections, if you attempt to load the Race Result File before mirroring the changes on IRMM you will see an error message displayed together with a pop-up form showing the differences between the data IRMM expects, and the data found in the result file. See figure 7.7 above for an example. Once the necessary changes have been made, the result file can then be loaded successfully.

To make changes to boat allocations in IRMM, select:

Database > Races > Add-and-Edit

Select the affected race, and click on “Entries – Show+Edit”. To deal with the situation just described, select ERGs 1 and 3 and then click the “swap” button. Optionally, you could also remove the

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competitors who are not participating in this race. Click on the “Race-Edit – Save” button to complete the change. If these changes are done correctly the Race Result file generated by ERow will load correctly into IRMM.

Adding a last minute entry to a free boat in a race.

This is very similar to changing the boat a competitor is in at the last moment – see above.

A competitor misses their race and is rescheduled in a later race.

Before a competitor can be placed in a different (later) race they need to be removed from their original race. IRMM can be configured to do this automatically. If however, this option is not turned on, (see section 8.10) it is possible to do it manually by selecting:

Database > Entries > Show-Entries-that-did-not-Finish

Select the entry(s) from the displayed file and click on the “Remove-from-Race” button and they will be available again for allocating to another race.

There is a communications problem between ERow and the ERGs and the results of a race are lost

Provided that the results are recoded manually by reading the finishing result from each ERG from its monitor, these can be entered into IRMM by hand. Select:

Database > Races > Add-and-Edit

Select the relevant race from the table at the top of the form, and click on the “Results – Show+Edit” button. The existing status of the races result is shown in the bottom half of the screen. Click on the “Edit-Result” button, and enter the results manually into the displayed table. When finished, click on the “Save-Result” button, followed by the “close” button to the right of the screen.

7.21 What to do next

Having familiarised yourself with the basic features of IRMM it is suggested that you should at least skim section 8, to get a feel for the other facilities supported, and then look at some of the Meeting data supplied with IRMM. This is presented in section 10 below.

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8. ADDITIONAL INFORMATION ON IRMM FEATURES

This section contains information on IRMM features not covered in chapter 7.

8.1 IRMM Configuration

Various IRMM features are configured via the IRMM Configuration form. Select:

Database > Meeting > Meeting-Configuration

The form displayed contains options that control various aspects of IRMM's behaviour. These are grouped under three tabs, "General", "Output" and "HTML Colours". These can be seen in figure 8.1, which features the "General" tab.

8.1.1 The "General" Tab

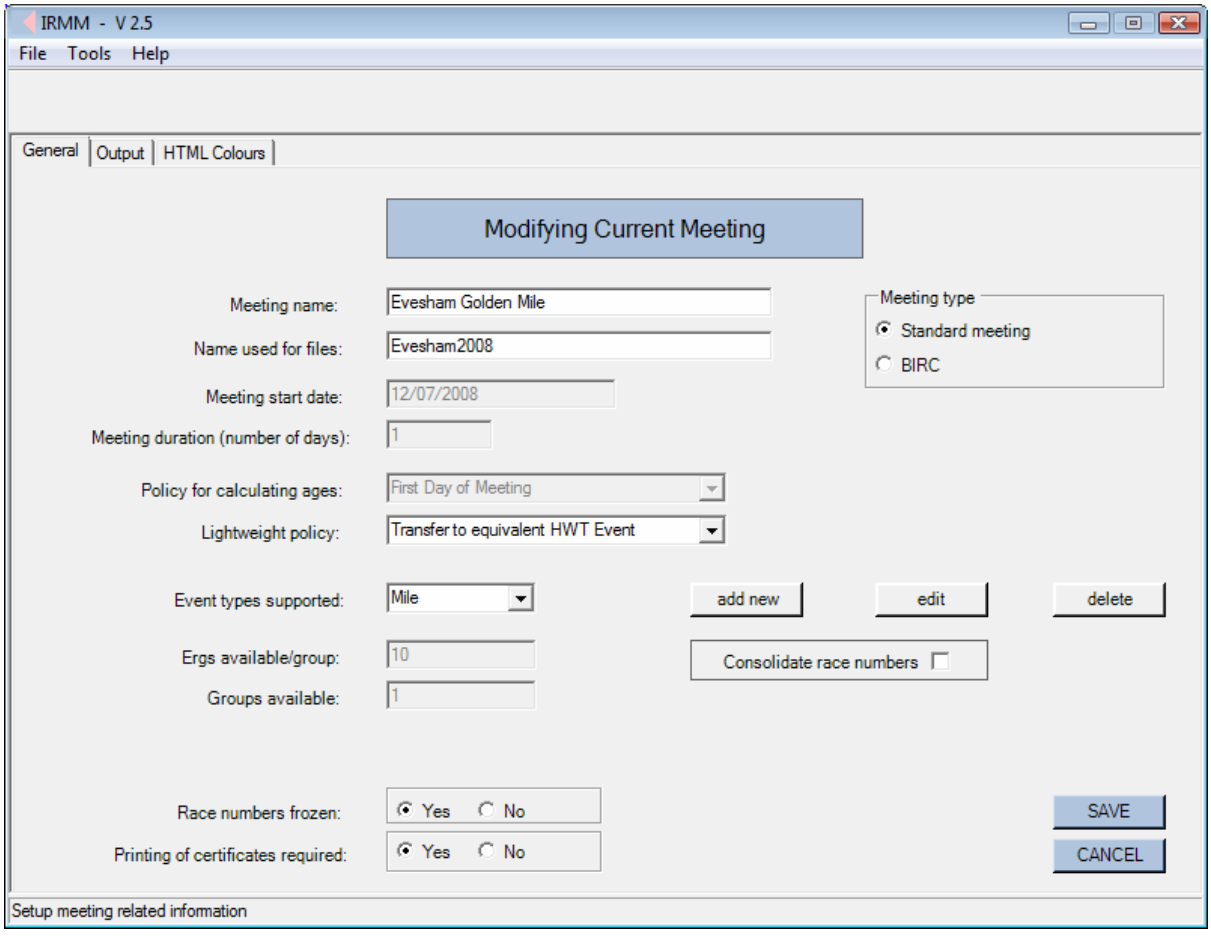

Figure 8.1 – the "General" tab of the Configuration Form

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On each Tab, there are two buttons – “save” and “cancel” in the bottom right hand corner, which allow any changes made so far on any of the tabs, to be saved. The cancel button terminates editing of “Meeting-Configuration” without saving any changes.

The items available on the General tab are covered in section 7.3.

8.1.2 The “Output” Tab

The items available on the “Output” tab – see figure 8.2, cover various aspects of the information published by IRMM as well as a number of other items. Options for configuring IRMM output are collected together in the “output configuration” panel to the right of the screen. Other configurable items included on this tab are:

- Processing of competitors who do not finish a race – see section 8.12.
- Display of guest events – see section 5.3 for an explanation of these.
- Enabling/Disabling entry into both Normal and Guest events
- Format of competitor age data when entering competitor details in the competitor form.
- Configuration of the Special Category feature – see section 8.3.
- The use of “second affiliation”
- Support for Bleep Test Races
- Support for Handicap Races
- Display of "Additional Competitor" Information

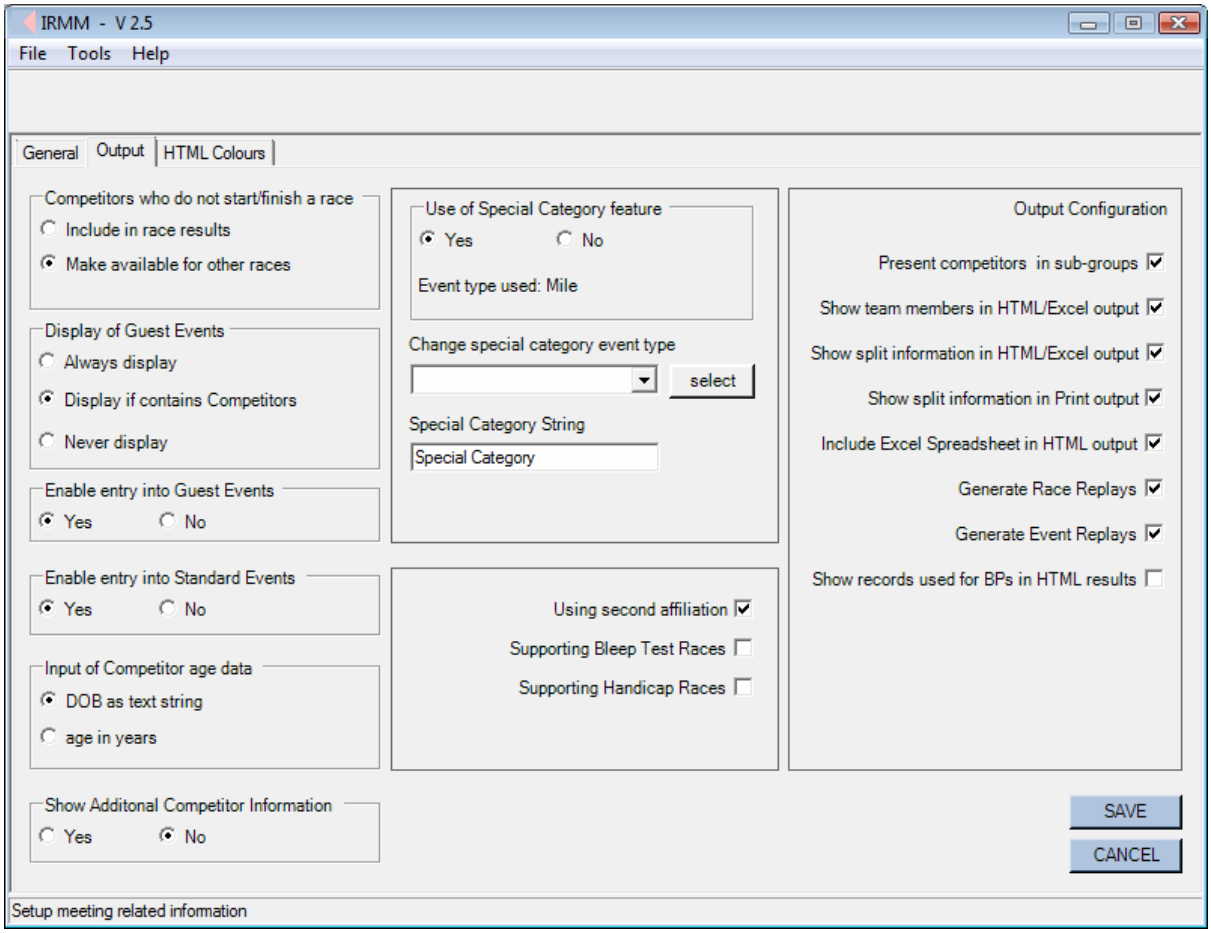

Figure 8.2 – The “Output” tab of the Configuration Form

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8.1.3 The “HTML Colours” Tab

The features available in the “HTML Colours” tab, determine the colour scheme used when generating HTML based information. See Figure 8.3.

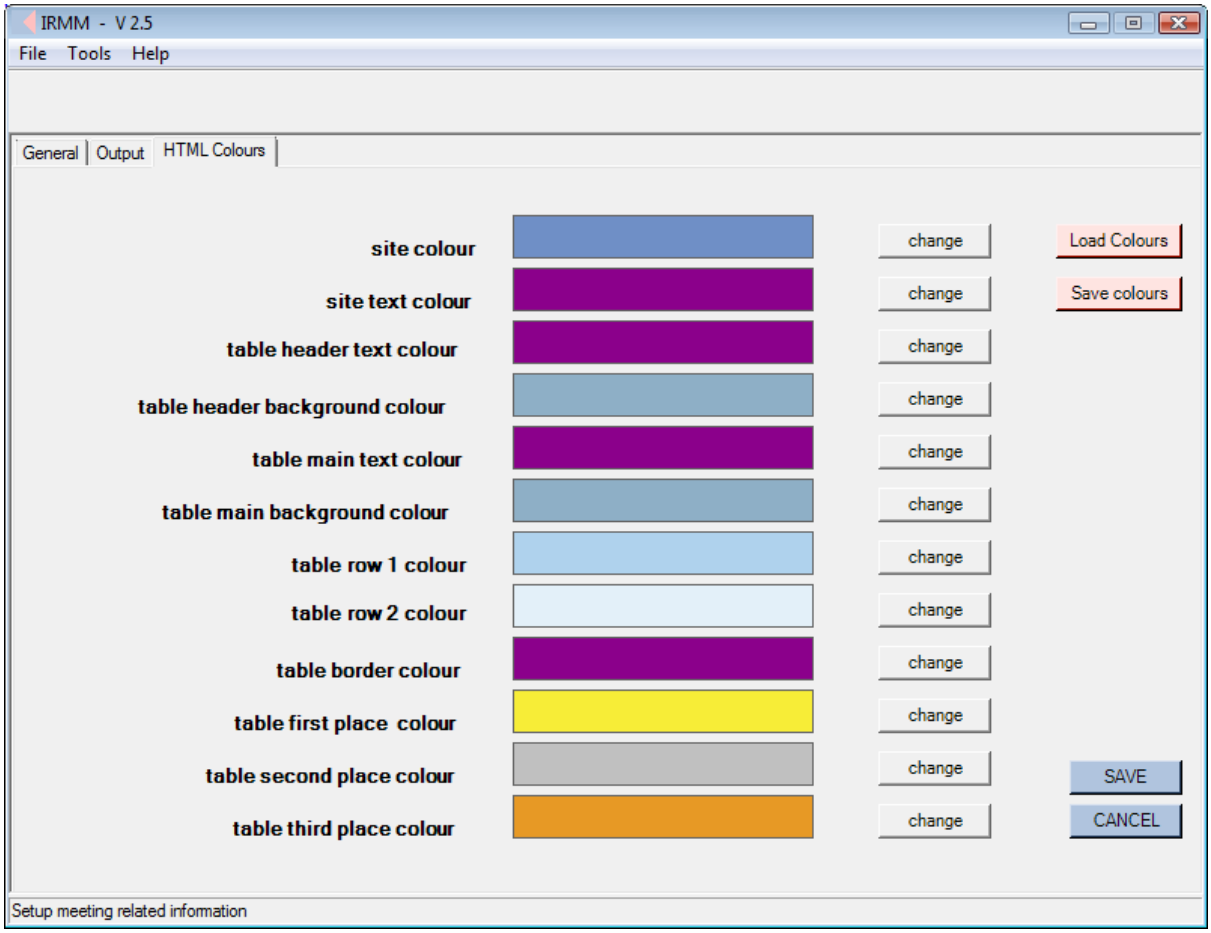

Figure 8.3 – The “HTML Colours” tab of the Configuration Form

A colour scheme can be saved to a file for future use by using the “Save Colours” button, top right. A previously saved colour scheme can be loaded into a meeting by using the “Load Colours” button.

Clicking on a “change” button, causes the IRMM Colour Dialog to be displayed as shown in Figure 8.4.

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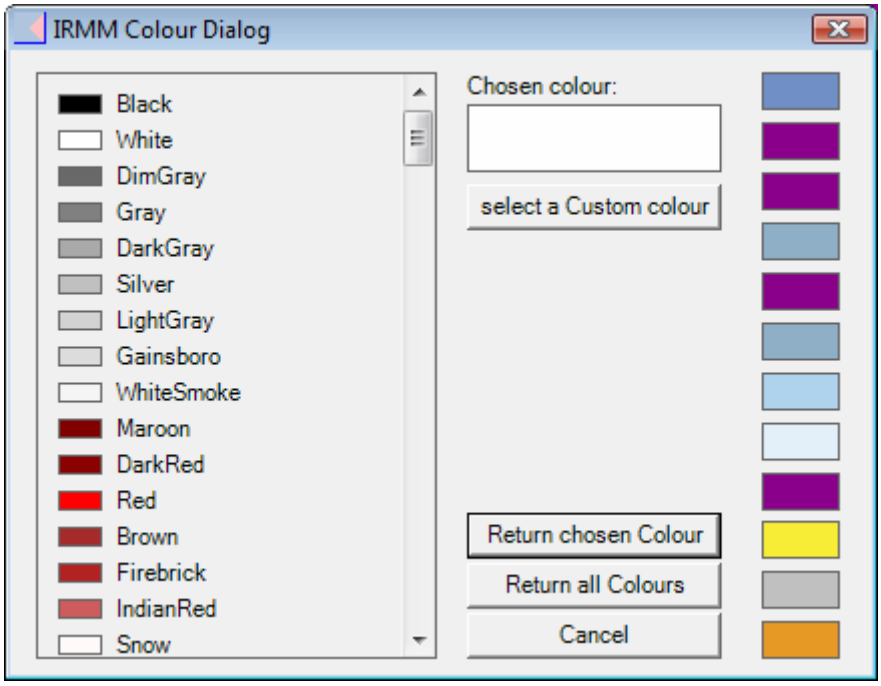

Figure 8.4 – IRMM Colour Dialogue

Click on any colour and then click on another colour, and the first colour is transferred to the second colour area. This is true with the exception of the colours in the scroll down list to the left. These colours can not be modified. Clicking on the "select-a-custom-colour" button, allows a specific colour to be created. Clicking on the "OK" button on this panel transfers this colour to the Chosen-colour area on the IRMM-Colour-Dialog.

Using the Return-chosen-colour button, or the Return-all-Colours button, causes the chosen colour, or the set of colours on the right, to be passed to the equivalent colours on the HTML-Colours tab.

8.2 Indoor Rowing Records and Best Performances

IRMM supports the use of sets of Indoor Rowing Records (World, British, Grand Prix, etc…) for comparing competitor's performances with, and using as the basis for producing listings of Best Performances.

The facilities for defining, modifying and loading Indoor Rowing Record Sets are available under:

Tools > Indoor-Rowing-Records

These facilities are available regardless of whether a meeting is loaded into IRMM.

Note that the features within IRMM that allow the Indoor Rowing Record sets associated with a meeting to be examined and Best Performances to be generated are only available if an Indoor Rowing Record Set has been loaded into that meeting.

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8.2.1 Creating and updating Indoor Rowing Record Sets

A record set has a title (e.g. World Records – 2000m) and consists of a set of records that typically cover all ages for each of the four categories, LWT Women, Women, LWT Men and Men. It is not necessary to cover all ages and overlaps in the age specification are dealt with in a common-sense way, so for example, if records are specified for 50+ and 60+, a 65 year old will be referred to the 60+ record.

The following table shows, at the time of writing, the categories defined for World Records:

Men	Women	LWT Men	LWT Women
0-12	0-12	0-12	0-12
13-18	13-18	13-18	13-18
19-29	19-29	19-29	19-29
30-39	30-39	30-39	30-39
40-49	40-49	40-49	40-49
50-59	50-59	50-59	50-59
60-69	60-69	60-69	60-69
70-79	70-79	70-79	70-79
80-89	80-89	80-89	80-89
90-0	90-0	90-0	90-0

A zero means “no bound”.

The facilities available for manipulating Indoor Rowing Record Sets should be fairly intuitive to use. They are initiated by selecting:

Tools > Indoor-Rowing-Records

A set of Indoor Rowing Records can be loaded from and stored to any of, an Excel Spreadsheet, an IRMM data file and an IRMM Meeting. Having loaded an Indoor Rowing Record Set (IRRS) into the editor, data associated with the set itself can be viewed and edited, as can the set of individual records.

A record set can be created by either using a form supported by IRMM to input the individual records in the set, or by filling the records into a suitably formatted Excel spreadsheet.

If the user has a copy of Excel then an Excel Spreadsheet is probably the simpler way for creating a new IRRS. When initially setting up a set of records in a spreadsheet, it is best to use an existing spreadsheet as a template. An example of a “Records” spreadsheet is available on the internet for download. Section 1.4 of this documents details where it can be found. Although IRMM has some tolerance built in regarding the location of certain fields in an IRRS Spreadsheet, it is sensible to stick with a known layout as contained in the downloadable example.

To use IRMMS built in editor to create a new IRRS, first select:

Tools > Indoor-Rowing-Records

And then click on the “Record-Set > Create” button. Fill in the first two fields as appropriate. The third field will normally be left blank unless creating a Record-Set for using with BIRC. It is used to provide the name of the “trophy” with which a record-set is associated with, e.g. “Champion of Champions” and “Noel Frost Millenium” and is used to trigger certain actions within IRMM when it is operating in “BIRC” mode.

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Having filled in the Distance/Time, and Description fields, click the “confirm” button. You will then be offered a form at the bottom of the screen to fill in. It should be self-evident how to fill in the fields except the “override” field. This is used to supply an alternative name, e.g. “BUSA”, to events that are otherwise OPEN. i.e. both the LB and UB are set to zero.

Following completion of a record, you will be offered the opportunity to enter a further record. Existing records can be modified by selecting them from the table and then clicking the “Record-Set > Edit” button.

Having completed creating/modifying an IRRS the data should be saved using the “Save-to” buttons as appropriate.

8.2.2 Generating Best Performance Information

There is no limit on the number of Indoor Rowing Record sets that can be associated with a specific Event Type supported by a meeting or with the meeting as a whole, other than those imposed by the memory limitations of any specific machine. The status of a specific meeting can be ascertained by selecting:

DataBase > Ir-Records > Show-Indoor-Rowing-Records

The window towards the top of the form shows a scrollable list of all the Indoor Rowing Record sets associated with the meeting. See Figure 8.5.

IRMM will create Best Performance listings for competitors against each Indoor Rowing Set associated with a meeting, in the HTML, Excel and Paper results that it publishes.

A performance against a record is quantified by a number which is effectively the record divided by the time achieved. A number of exactly 1 indicates a performance that exactly equalled the existing record. A number of greater than 1 implies a new record. The higher the number the better the performance.

Numbers generated in this manner give a sound basis for making comparisons between performances achieved in different age/gender/weight categories and it becomes possible to ask questions such as, who achieved the best 2000m performance at a meeting.

When generating paper results by selecting:

Publish > During Meeting > Print-Best-Performances

as well as producing a listing of the best ten male and female performances produced so far against each of the sets of Indoor Rowing Records, a listing is also generated showing the performance now needed in each record category to exceed the Best overall Performance achieved so far.

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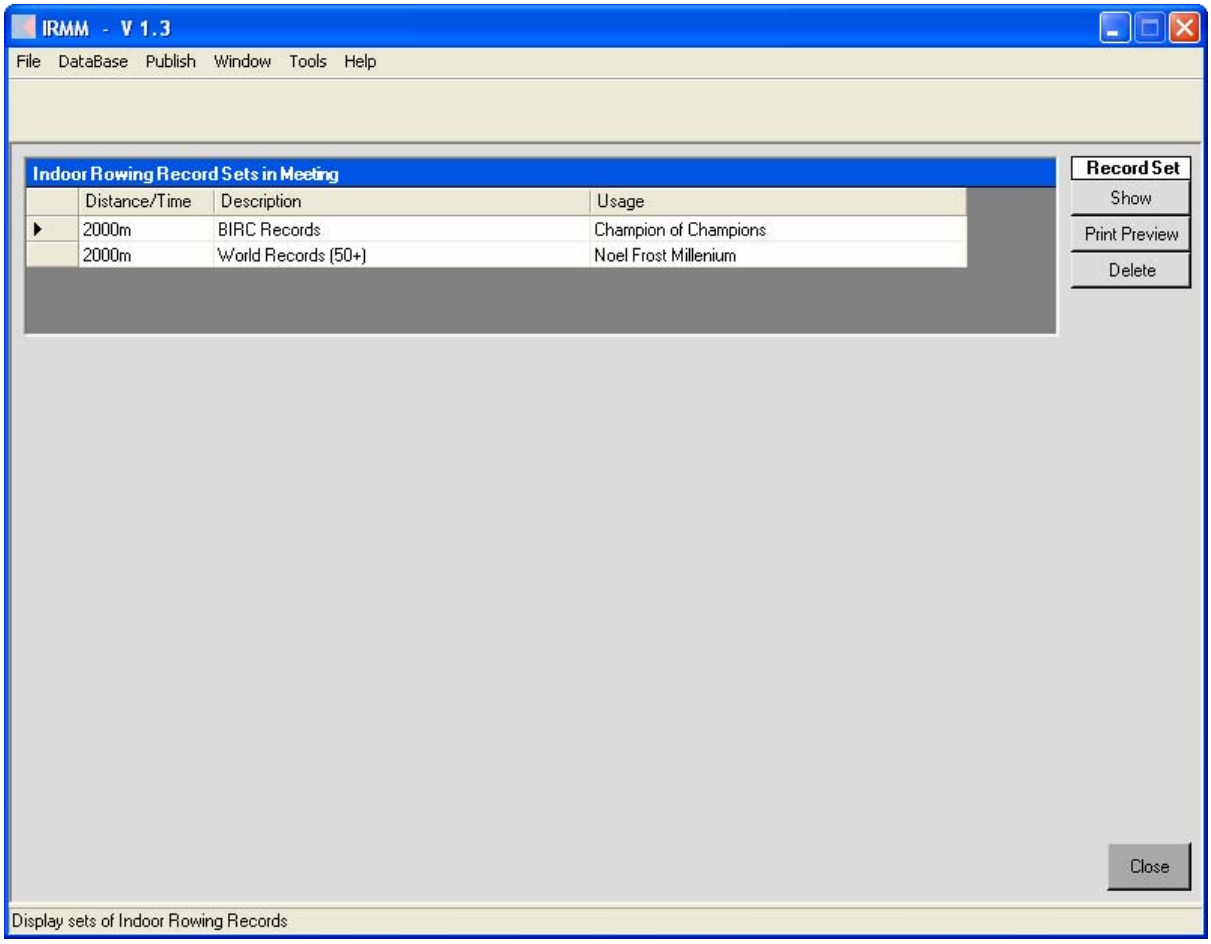

Figure 8.5 – Indoor Rowing Records associated with a Meeting

8.3 Special Category Feature

The Special Category Feature allows a number of competitors participating in the meeting to be placed in a Special-Category. Those placed in the category can have their performances at the meeting calculated against a specific reference-point allocated individually, to each competitor. Consider the following examples:

1. You want to award a special prize to the competitor who participated in your meeting last year at 2000m, who shows the most improvement this year, against last years performance.
2. You have run a fitness-challenge in your gym(s) over 1000m. You are running an indoor rowing event in 3 months time and you want to encourage those who participated in the fitness challenge to compete in the indoor rowing event by offering a special prize to the one who improves most at 1000m over the time they posted in the challenge.

In either case you want to take a sub-set of the competitors actually competing and associate a specific time with each of them, against which their performance at the meeting is going to be measured.

To enable the special category feature, select:

DataBase > Meeting > Meeting-Configuration

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Set “Use-of-Special-Category-Feature” to Yes. One of the Event-Types defined for the meeting will be shown as used, and if there is more than one Event-Type defined for the Meeting, a drop-down box will be shown which allows one of the alternatives to be selected instead, by first selecting the desired alternative from the drop-down box, and then clicking on the “select” button.

In addition, there is a “Special Category String” which should be set to a meaningful value. It is used when publishing information to indicate the nature of the “Special Category”. It could be set to “Evesham 2004”, or “July Gym Challenge”, or similar.

When the “Use-of-Special-Category-Feature” is set, a “Special-Cat” button is displayed in the Competitors form. To see this button, first select:

DataBase > Competitors > Add-and-Edit

If a competitor is selected from the table of competitors, and the “Special-Cat” button is clicked, a panel is displayed in the bottom of the screen that allows a time/distance to be associated with the selected competitor depending on the type of the “Special Category” event. See figure 8.6.

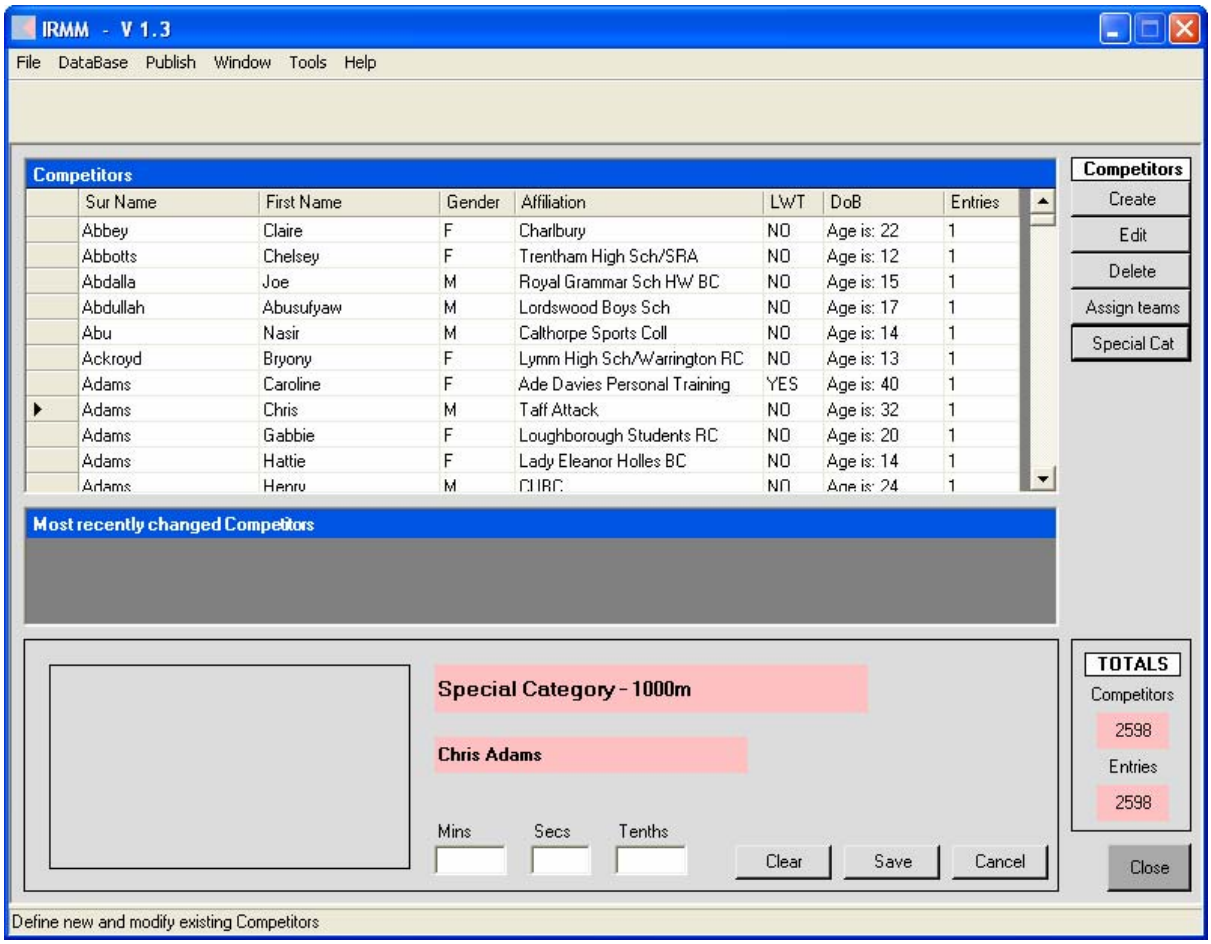
IRMM - V 1.3
File DataBase Publish Window Tools Help
Competitors
Sur Name | First Name | Gender | Affiliation | LWT | DoB | Entries
Abbey | Claire | F | Charlbury | NO | Age is: 22 | 1
Abbotts | Chelsey | F | Trentham High Sch/SRA | NO | Age is: 12 | 1
Abdalla | Joe | M | Royal Grammar Sch HW BC | NO | Age is: 15 | 1
Abdullah | Abusufyaw | M | Lordswood Boys Sch | NO | Age is: 17 | 1
Abu | Nasir | M | Calthorpe Sports Coll | NO | Age is: 14 | 1
Ackroyd | Bryony | F | Lymm High Sch/Warrington RC | NO | Age is: 13 | 1
Adams | Caroline | F | Ade Davies Personal Training | YES | Age is: 40 | 1
Adams | Chris | M | Taff Attack | NO | Age is: 32 | 1
Adams | Gabbie | F | Loughborough Students RC | NO | Age is: 20 | 1
Adams | Hattie | F | Lady Eleanor Holles BC | NO | Age is: 14 | 1
Competitors
Create
Edit
Delete
Assign teams
Special Cat
Most recently changed Competitors
Special Category - 1000m
Chris Adams
Mins
Secs
Tenths
Clear
Save
Cancel
TOTALS
Competitors
2598
Entries
2598
Close
Define new and modify existing Competitors

Figure 8.6 – Setting up Special Category Information

There are two other “Special-Category” functions available. Select:

Publish > Before-Meeting > Print-Special-Category-Contenders

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This results in a list of all competitors who have been placed in the Special-Category being displayed together with their associated “base-line” performances. Select:

Publish > During-Meeting > Print-Special-Category-Performances

This results in a list of performances achieved so far, by competitors in the Special Category, against the “base-line” performances that have been associated with them.

This information is also automatically included in the data published for the web when the Special Category option is enabled.

8.4 Generating Emails for Competitors

When entering competitor information there is an Email field, allowing a competitors Email address to be associated with them. It is intended to use the email address for sending race-schedule information to competitors. Functionality exists to support this within IRMM but is disabled in V2.5 of IRMM.

8.5 Support for Teams

In general, a team is just another type of participant in a meeting. It differs from an individual competitor in that it doesn’t have an age or date-of-birth, but this aside, a team is treated in a more or less identical fashion to normal competitors. See the facilities available under:

Database > Teams > Add-and-Edit

that allow teams to be defined and to entered into team events. Team Events are defined by selecting:

Database > Events > Add-and-Edit

and setting the “team” radio button when creating a new Event.

In addition, IRMM can also make use of the “affiliation” information available against a competitor to group competitors with identical affiliations into the same “team”. Once all competitors have been entered, select the “Assign Teams” button on the competitors form, and IRMM will scan through all the “affiliation” information and create “teams” whenever it finds two or more identical affiliation fields. There is one complication here. The character “/” has special meaning in an affiliation string and is used as a separator to delimit multiple affiliations. So, if the affiliation string is “Evesham RC/British Army”, “Evesham RC” will be picked out, and if this team exists, the competitor will be added to it.

The teams found can be viewed within the “team” form, and team information can also be published showing a team view of competitors in the html output generated for publishing on the web.

Specific functionality is included for manipulating the members of teams. The update-members form, allows competitors that have not been allocated to a team to be selected for inclusion in a specified team. Select:

Database > Teams > Update-Members

And select a target team from the list of teams shown. Next select one or more competitors from the competitor table, and click on the “Add-selected-Competitors-to-selected-Team” button.

The team form allows members of a team to be removed from a team, and also allows two teams to be merged. Select:

Database > Teams > Add-and-Edit

To remove members from a team, select a team in the table and click on the “members” button. A table showing the team members will be displayed in the bottom half of the screen. Select the members to be removed and click on the “remove” button.

To merge two teams, select two teams in the table and then click on the “merge” button. You will be asked to choose between the two names, and then to confirm the merge operation. This feature is particularly useful when two teams have accidentally been created due to slight differences in the way a teams name has been spelt when entering data into the affiliation field for competitors.

8.6 Print list of all finishers at a Meeting

This feature was used at ERG 2004 where all competitors who completed a race were entered into a draw for a prize. After the results of the final race have been loaded, invoke the feature:

Publish > End-of-Meeting > Print-List-of-All-Finishers

And a list of all finishers will be generated for printing in a format suitable for cutting up so that all names can be placed in a hat for a draw. Note that if a competitor is entered as a distinct competitor in more than one Event then their name will appear in this list more than once (provided of course they finish multiple Events).

8.7 Loading Competitor Details from an Excel Spreadsheet

If available, IRMM can load competitor details directly from a spreadsheet. The format that the spreadsheet needs to conform to is outlined in section 4.1.2. An example spreadsheet is available for download from the Internet. For details of location please see section 1.4 of this document.

The minimum data required is the names of competitors together with the number of the event in which they are entered. This information can be optionally supplemented by age/date-of-birth and the race and boat to which the competitor’s entry has been allocated.

Note that IRMM does not include support for loading Teams.

To load competitor details from an Excel Spreadsheet, first ensure that any supporting structures referred to in the spreadsheet such as event numbers, and races and ergs, have been setup in the meeting with numbers that correspond to those used in the spreadsheet. Then select:

File > Excel-Files – Load > Load-Entries-by-Event

The “Load entries from Spreadsheet” form will be displayed. Click on the “Fetch-Entries” button to enter an open-file dialogue. This should be used to select the Excel Spreadsheet containing the data to

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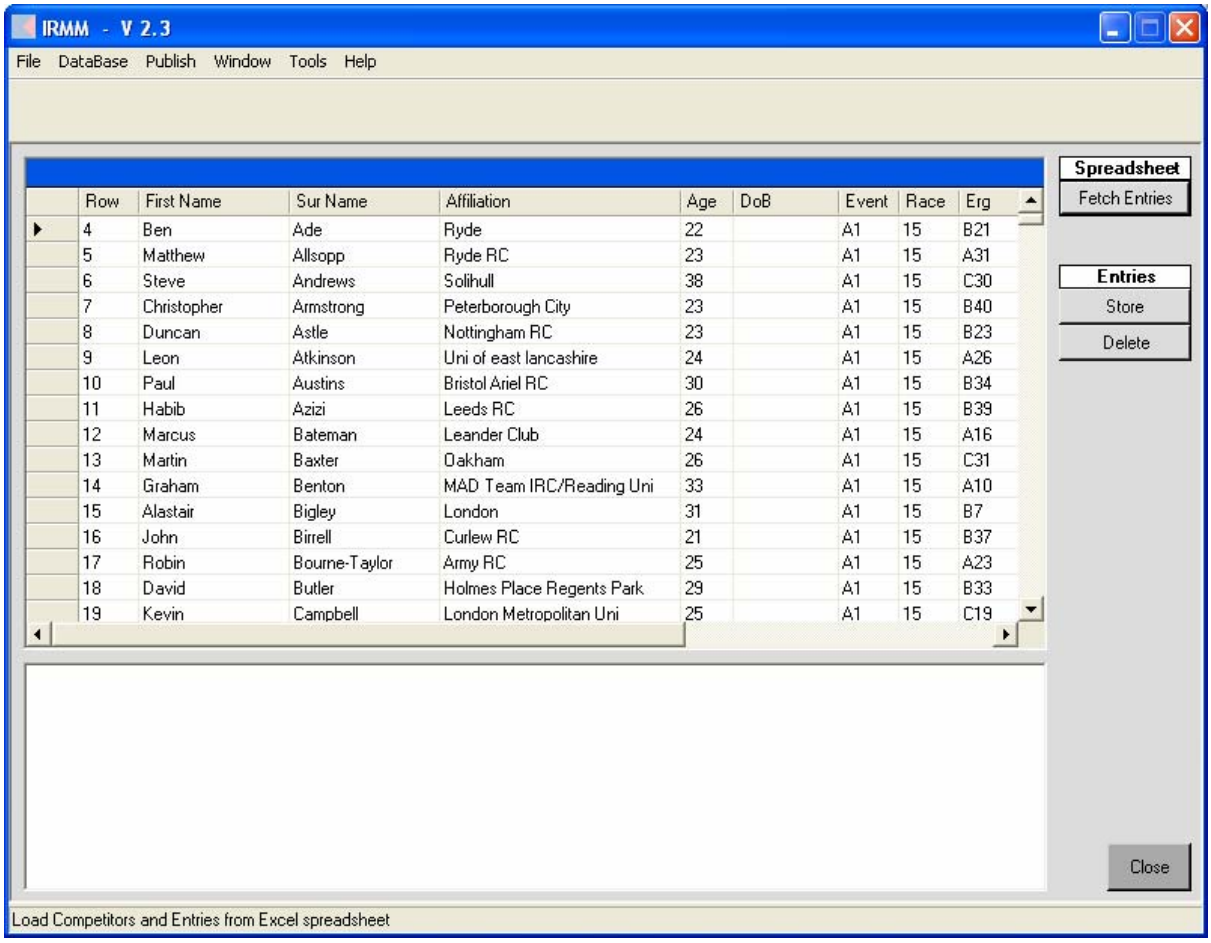
be loaded. Once selected, data will be loaded into a table displayed in the top-half of the form, and any warning or error messages that are generated will be shown in the window in the bottom half of the screen. See Figure 8.7.



Row	First Name	Sur Name	Affiliation	Age	DoB	Event	Race	Erg
4	Ben	Ade	Ryde	22		A1	15	B21
5	Matthew	Allsopp	Ryde RC	23		A1	15	A31
6	Steve	Andrews	Solihull	38		A1	15	C30
7	Christopher	Armstrong	Peterborough City	23		A1	15	B40
8	Duncan	Astle	Nottingham RC	23		A1	15	B23
9	Leon	Atkinson	Uni of east lancashire	24		A1	15	A26
10	Paul	Austins	Bristol Ariel RC	30		A1	15	B34
11	Habib	Azizi	Leeds RC	26		A1	15	B39
12	Marcus	Bateman	Leander Club	24		A1	15	A16
13	Martin	Baxter	Oakham	26		A1	15	C31
14	Graham	Benton	MAD Team IRC/Reading Uni	33		A1	15	A10
15	Alastair	Bigley	London	31		A1	15	B7
16	John	Birrell	Curlew RC	21		A1	15	B37
17	Robin	Bourne-Taylor	Army RC	25		A1	15	A23
18	David	Butler	Holmes Place Regents Park	29		A1	15	B33
19	Kevin	Campbell	London Metropolitan Uni	25		A1	15	C19

Figure 8.7 – Entries Loaded from a spreadsheet

Any actions that are deemed necessary on the basis of the warning messages shown can be taken. For example, it may not have been possible to parse one competitors name properly because it doesn't conform to the rules used by IRMM. The name "Jan Van Brocken" will generate an error, as IRMM only deals with first and sur names. It is suggested that in such a case, the spreadsheet should be edited to "Jan Van-Brocken", which will be treated by IRMM as two names. Likewise, if a missing race is indicated by an IRMM warning message it can be defined. Having made any necessary changes to the source Spreadsheet and to IRMM data, the data in the Spreadsheet can be fetched again.

Following loading of entry-data into the table as shown in Figure 8.7 the data has not been stored in the IRMM meeting. Storage is initiated by clicking on the "Entries – store" button.

8.8 Loading Results from an Excel Spreadsheet

If available, IRMM can load race results from a spreadsheet. Normally race results are loaded from ERow result files. This facility was specifically added to allow results for BIRC 2004 to be loaded as

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the ERow result files were not available, and it was relatively straight forward to pick the results off a web-site and dump them in a spreadsheet. A sample of a spreadsheet in this format is available for download from the internet. For details of its location please see section 1.4 of this document.

Loading of results from a spreadsheet is very similar to loading entries, and is initiated by selecting:

File > Excel-Files – Load > Load-Results-by-Event

8.9 OverRiding an Events Name

At the British Indoor Rowing Championships in the UK each year, there are four events open to students (Men/Women LWT/HWT). These events have no age restrictions and are "dubbed" BUSA events. The event descriptions are M BUSA L, M BUSA, W BUSA L, W BUSA. In a very real sense, "OPEN" is being replaced by "BUSA".

IRMM supports the over-riding of OPEN by an alternative designation. BUSA or any similar string can be used. Only open-age events can be over-ridden in this way. An event of this type is created by filling in the "ovRide" text box on the Event form with the chosen string. Indoor Rowing Records can be defined for this type of event, by again filling in the "overRide" text box in the Indoor-Rowing-Records form.

8.10 Competitors who do not Finish a race

In many meetings a good deal of re-scheduling, etc… takes place on the day. Someone who gets delayed in traffic may be found a slot in a later race, etc…

IRMM can be configured to automatically remove competitors who do not complete a race, from that race and make their entries available again for allocation to later races. Select:

DataBase > Meeting > Meeting-Configuration

And choose the "Output" tab. Set "Competitors-who-do-not-start/finish-a-race" as appropriate, to obtain the desired behaviour. If the setting chosen is "Include-in-race-results", competitors who did not finish a race can still be made available for a later race by selecting:

DataBase > Entries > Show-Entries-that-did-not-Finish

And then selecting the competitors who need to be allocated to another race from the displayed list, and clicking on the "Remove-from-Race" button.

8.11 Certificates

IRMM supports the generation and printing of certificates for finishers at a meeting. Printing of certificates is enabled by selecting:

DataBase > Meeting > Edit-Current-Meeting-Data

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And choosing the “General” tab. Set “Printing of Certificates required” to yes and save the change by clicking on the “SAVE” button.

Certificates can be created independently of any meeting. The facilities for creating and modifying certificates can be accessed by selecting:

Tools > Certificate-Setup

The pop-up form shown in Figure 8.8 will be displayed if no meeting is loaded. If a meeting is loaded then the option to load any certificate associated with that meeting is also provided.

Figure 8.8 – Certificate Setup Form

A certificate can be created and stored independently of a meeting in an IRMM data file (extension .ir10). Certificates can also be associated with, and stored as part of a meeting. These certificates will then be used as the basis for printing certificates if this feature is enabled for the meeting. Certificates can be stored with a meeting regardless of the setting of the print certificate feature. A distinct certificate can be associated with each event-type associated with a meeting (e.g. Mile, 4minute, etc..)

The following elements can be added automatically to a certificate:

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- Upto ten programmable elements ranging from the competitors name, through to free-format text. Each of these can be used, or disabled, can be positioned anywhere on the form and can have its font and colour changed.

- A backdrop-image. This allows the main part of a certificate to be printed by IRMM, as opposed to the alternative of over-printing a pre-printed certificate.

- An image provided on a per-certificate basis – typically of the competitor that the certificate is for. The position that this is printed on the certificate is fully configurable. Typically a pre-defined area will be provided on the certificates and photos will need to be pre-processed by a photo-package to ensure that they are the correct size before being added to the certificate by IRMM. The requirement to support an individual photograph per certificate is supported by placing the appropriate images (sized to fit in the provided space on the certificate by a tool such as Adobe Photoshop) in a folder/file-structure based on race and boat numbers. This feature can be set to use a single photo which appears on every certificate.

- An image that is added to every certificate. This could be any image but was added specifically so that an image of a signature could be added to every certificate, rather than requiring the individual to hand-sign every photo in person. Again, the position of this image is fully configurable.

The two position-able images are located by specifying the x and y co-ordinates of the top-left hand corner of the image.

Certificates can be Landscape or Portrait, and they can be generated for all finishers or for just the first three finishers in each event. In addition, there are options that determine how the first three positions are presented if this information is displayed on the certificate.

The ten programmable elements are:

1. Competitors Name
2. Event Distance/Time
3. Event Description
4. Time/Distance (achieved)
5. Meeting Name
6. Position in Event
7. Free Format 1
8. Free Format 2
9. Free Format 3
10. Free Format 4

Figure 8.9 shows the certificate setup form after a certificate has been loaded. The drop-down list at the top of the form showing “Competitors Name” allows the ten programmable elements listed above to be selected for configuration. Note the "change" button at the bottom of the form. This allows the event-type that this certificate is associated with, to be changed.

Figure 8.10 shows the form after the “Achieved time/distance” element, has been selected. Each of the ten elements can be enabled/disabled by ticking/clearing the enabled box. The position where each field is displayed is controlled by choosing “Centre Page”, “Centre X” or “Left X”. If “Centre X” or “Left X” are chosen then an X-coordinate needs to be specified as well. In the former case the field will be centred on the specified X-coordinate. In the latter case the X-coordinate defines the left-most position of the field.

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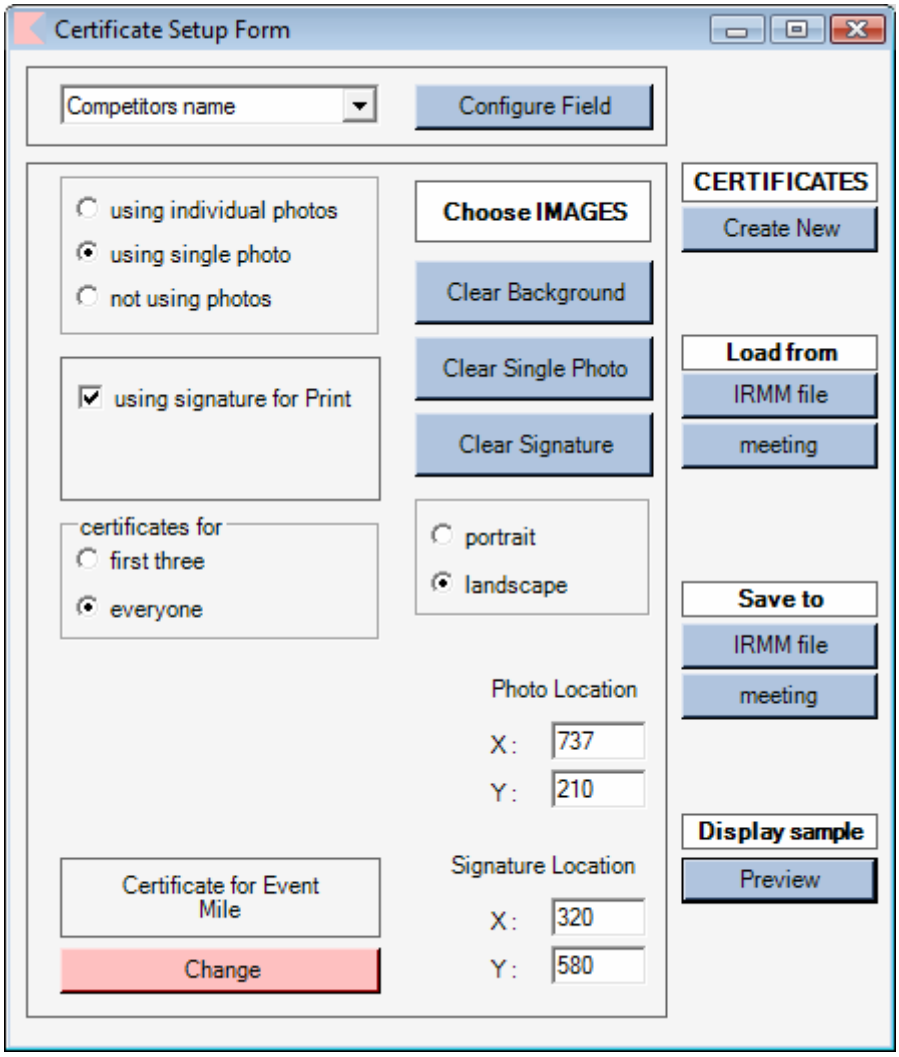

Figure 8.9 – A Loaded Certificate

There are some minor variations with some of the other programmable elements. For the Free Format fields you need to enter the string that will be displayed, for the Time/Distance fields you need to specify whether you want long, medium or short versions of the information displayed, e.g. 7 minutes 4.5 seconds, 7 mins 4.5 secs or 7:04.5, and for the Event-Description field you need to specify whether you want long or short versions of the information displayed, e.g. Mens 40-59 Lwt or M 40-59L.

The Certificate-Setup Form supports the pre-viewing and printing of two example certificates that allow you to see how the certificate that has been constructed will appear. The first certificate is for a competitor with a very short name, the second is for a competitor with a very long name. If a certificate is being constructed that uses individual photos, a photo can be defined for using in the sample certificates by temporarily setting the certificate to “using a single photo” mode, specifying a single photo and then reverting to “individual photo” mode.

After you are sufficiently happy with the general appearance of the certificate you will need to print a copy on a sample of the certificate paper to check how the fields positioned by IRMM actually line up with the desired print areas on the paper so that any fine adjustments can be made. Several iterations

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of this cycle may be necessary. Ideally, the printer being used for printing certificates on the day should be used for this exercise.

If individual photo's are being added to certificates then these must be stored in a pre-defined directory area. The location of this area can be set by using the "set/update photo folder", button shown in Figure 8.9 above. Alternatively, it can also be set/updated in the "Print Certificates" form – as detailed in section 9.32.

The individual photos need to be stored in a set of folders named, race01, race02, etc….. in a "jpg" file named "erg01.jpg", "erg02.jpg", etc…. Such a file should be created for each erg that finishes a race.

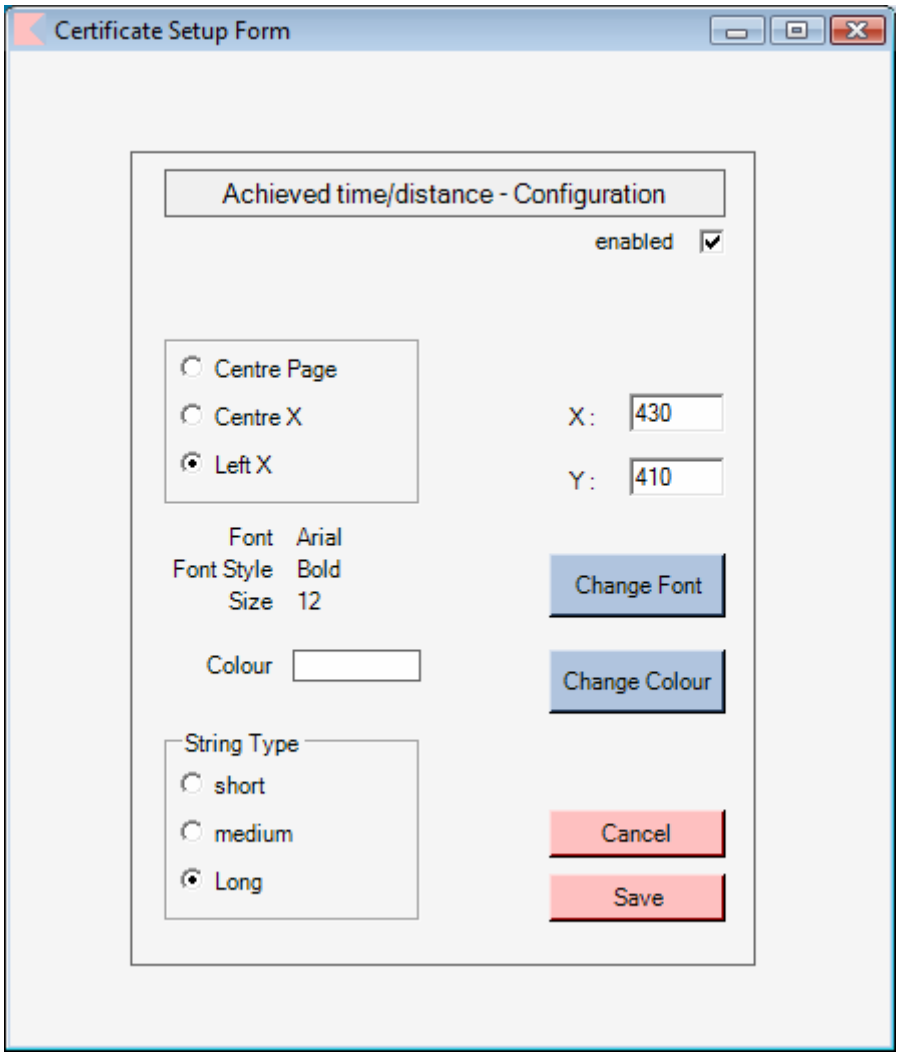

Figure 8.10 – Configuration of a Certificate Field

If there are certificates associated with a meeting then these can be seen by selecting:

DataBase > Certificates > Show Certificates

The display will be similar to that shown in Figure 8.11 below. This can be used to view or to modify these certificates.

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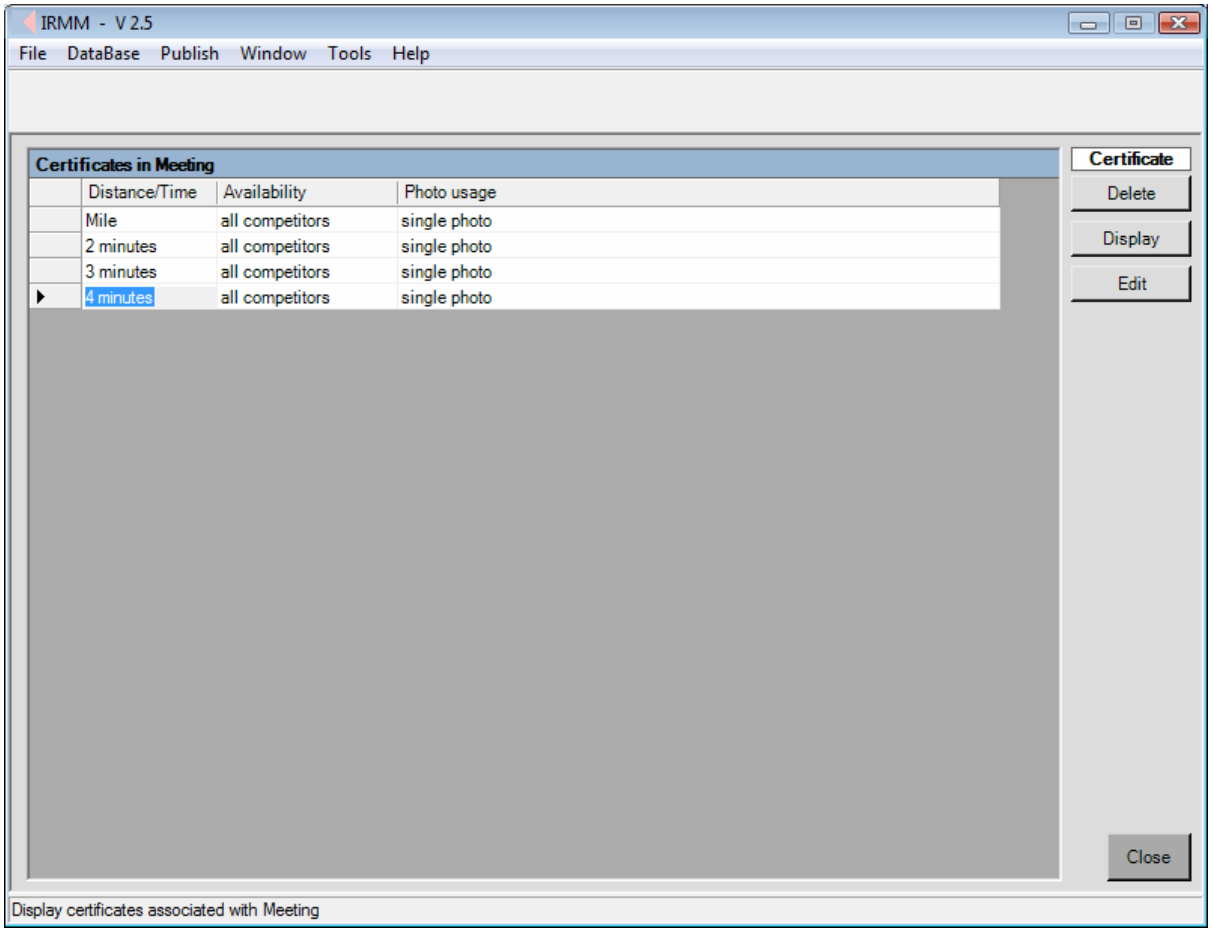

Figure 8.11 - List of Certificates associated with a meeting

8.12 Bleep and Handicap Races

IRMM supports both Bleep-Test and Handicap format races. Both types of event were trialled at the South London Indoor Rowing Championships.

8.12.1 BLEEP-Test based Races

These are based on the Bleep test used within the fitness-industry as a measure of an individual's fitness. The original bleep-test is based on running a set distance in an ever-decreasing period of time. The boundaries of the decreasing time intervals are denoted by an audible bleep.

The format adopted for indoor rowing is to row a set distance (500m) in an ever decreasing period of time. The first 500m might be rowed in 2mins 10secs, then following a set recovery (one minute) the next is rowed in 2 mins 08secs, etc… If someone can not row a given repetition in the specified time, then they are eliminated. A record is kept of their actual time (assuming they finish) on their final split, and where several competitors drop out on the same split, the time actually achieved on the final split is used to order the competitors. The time posted for splits competed successfully is irrelevant so it is in the interest of the competitor to complete these splits no faster than the required time in order to conserve energy.

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ERow does not provide any support for BLEEP-Test format competitions, so the support provided by IRMM is focused on recording and publishing the results of such competitions.

If you wish to support events of this type then select:

Database > Meeting > Edit-Current-Meeting

Choose the "Output" tab, and check the "Supporting Bleep Test Races" box. Now select the "General" tab. If you click the "add new" button alongside "Event Types Supported", you will now be offered, "bleep" alongside "time" and "distance". Currently, there is only a single bleep distance (500m), so having selected "bleep" you simply have to select save to store this new event type.

Following use of the "save" button to store the new settings for the meeting, it will be possible to create "bleep" events and races. "Bleep" will be offered as one of the event-types that can be chosen when either of these are created. Subsequently, adding competitors to "bleep" events, and placing them in "bleep" races, proceeds exactly as with any other event-type. The point at which there is a significant divergence with the way traditional races are handled is when it comes to entering the results of races. Results will be recorded manually by recorders as indicated above. On IRMM, select

Database > Races > Add-and-Edit

Choose the "bleep" race for which results need entering from the table of races, and click on the "Results : Show+Edit" button. The competitors in the race will be displayed in a table to the bottom of the screen. Click on the "Edit-Result" button, to the right. A table will be presented, bottom-right, into which the results of the race can be directly entered. The first three columns are used to record the fastest completed split. The time entered is the "target" time of the split, not the time achieved. If "Anthony Asfor" shown in boat 1 in figure 8.12, successfully completed the split with a target of 1:54.0 but then failed at the next split (1:52.0) with an achieved time of 1:56.9, then the six numbers entered for his result will be 1, 54, 0, 1, 56, 9. If a competitor fails at a given split, without completing the split, then 0, 0, 0 should be entered in the xMins, xSecs and xTenths columns.

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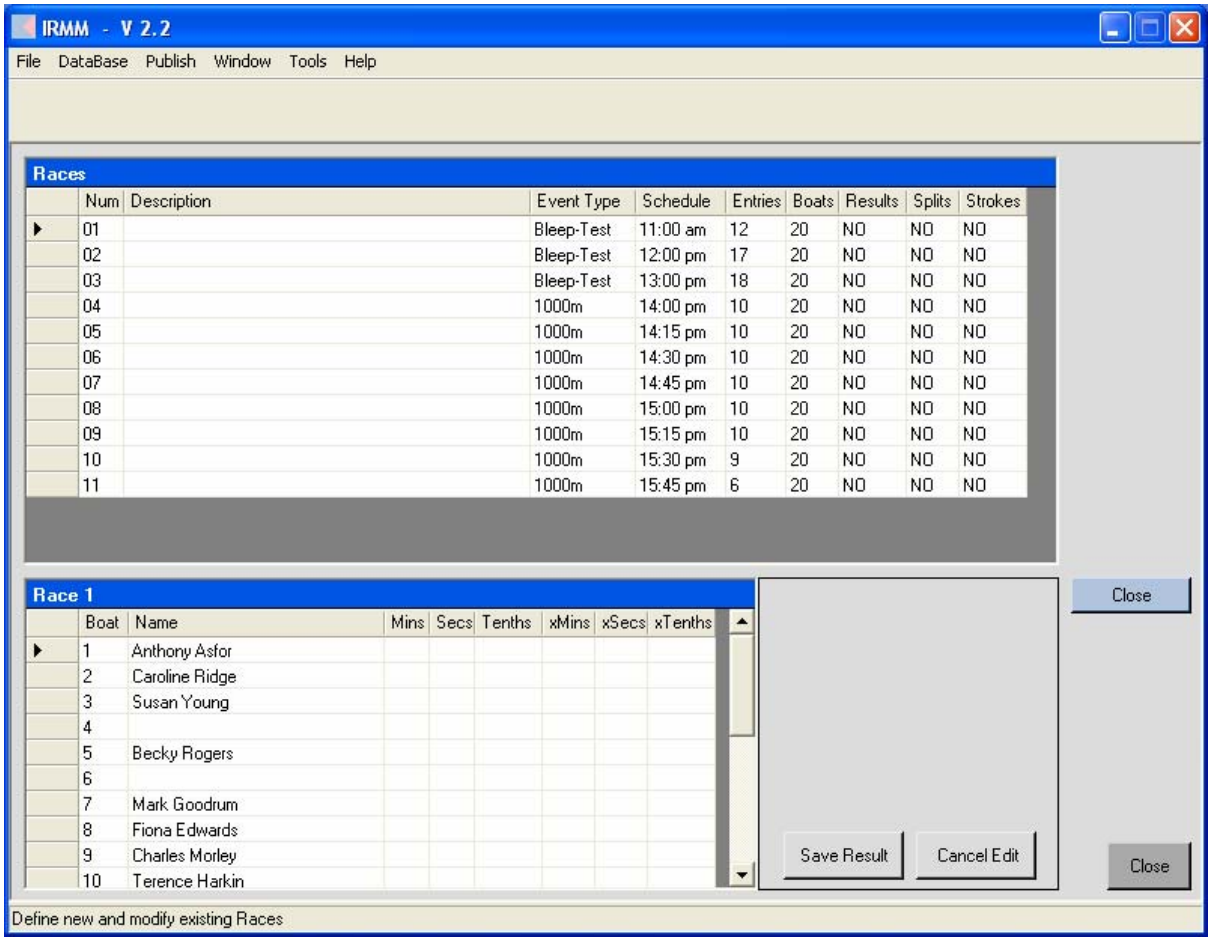
IRMM - V 2.2
File DataBase Publish Window Tools Help
Races
Num Description Event Type Schedule Entries Boats Results Splits Strokes
01 Bleep-Test 11:00 am 12 20 NO NO NO
02 Bleep-Test 12:00 pm 17 20 NO NO NO
03 Bleep-Test 13:00 pm 18 20 NO NO NO
04 1000m 14:00 pm 10 20 NO NO NO
05 1000m 14:15 pm 10 20 NO NO NO
06 1000m 14:30 pm 10 20 NO NO NO
07 1000m 14:45 pm 10 20 NO NO NO
08 1000m 15:00 pm 10 20 NO NO NO
09 1000m 15:15 pm 10 20 NO NO NO
10 1000m 15:30 pm 9 20 NO NO NO
11 1000m 15:45 pm 6 20 NO NO NO
Race 1
Boat Name Mins Secs Tenths xMins xSecs xTenths
1 Anthony Asfor
2 Caroline Ridge
3 Susan Young
4
5 Becky Rogers
6
7 Mark Goodrum
8 Fiona Edwards
9 Charles Morley
10 Terence Harkin
Close
Save Result
Cancel Edit
Close
Define new and modify existing Races

Figure 8.12 – entering the results of a "BLEEP" race

8.12.2 Handicap Races

In a handicapped distance based race, competitor's race the specified distance but start at different times, with the slowest starting first and the fastest last, with the intention being that they should all finish at the same time. This provides an exciting finale to a race even though the competitors differ greatly in ability.

Key to the objective of such a handicap race, is having an accurate idea of the time a competitor is likely to achieve for the distance.

As with "bleep" events you first need to enable "handicap" capability by going to the meeting configuration screens. Select:

Database > Meeting > Edit-Current-Meeting

Choose the "Output" tab, and check the "Supporting Handicap Races" box. Click on the "SAVE" button, bottom-right to save the revised status of the meeting. Having done this, when events or races are created, the options "normal" and "handicap" will be offered. These should be selected as appropriate.

When a competitor is entered into a handicap distance event it is necessary to enter an expected time for them. This is used by IRMM to calculate the handicap off which the competitor should start.

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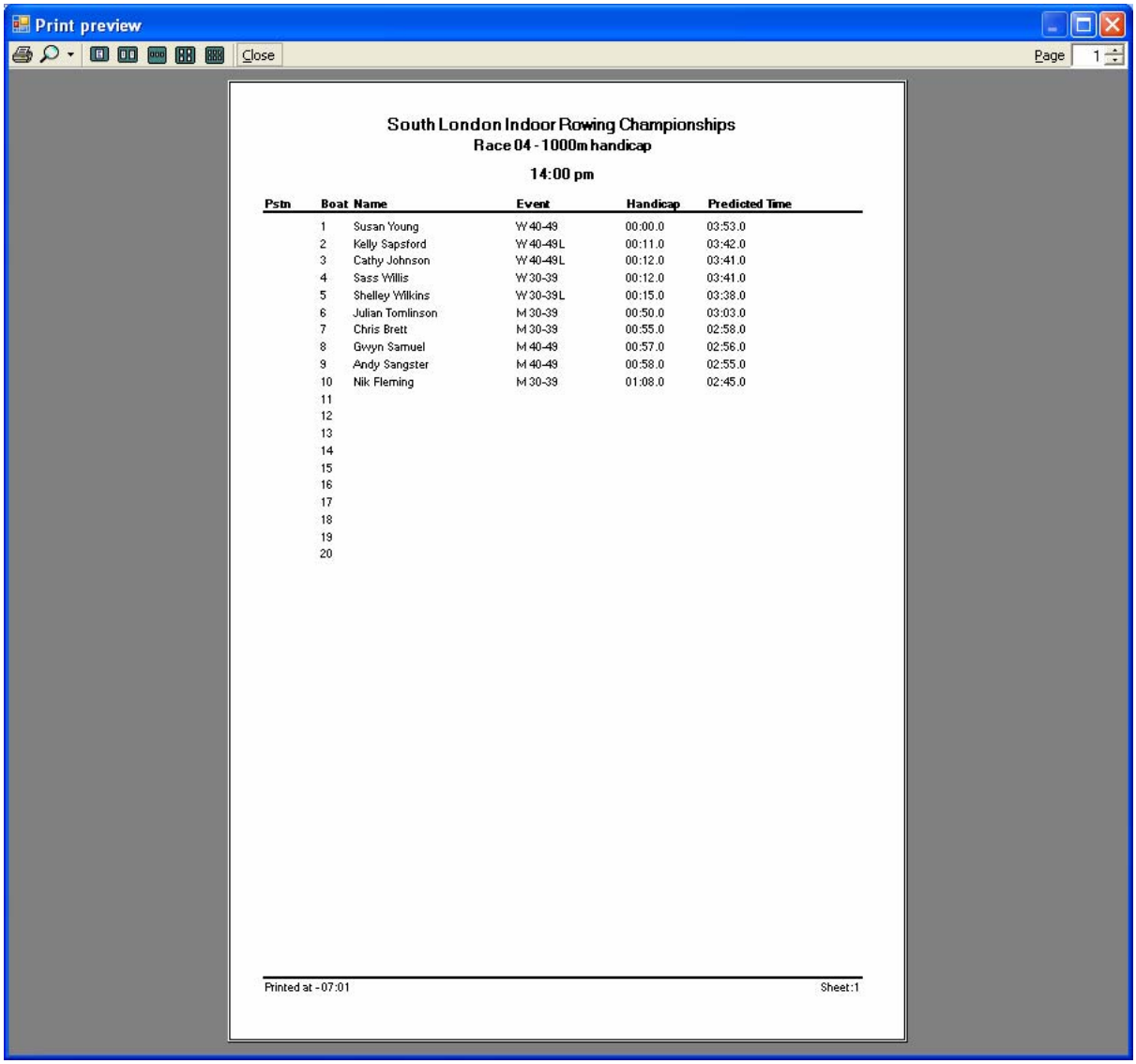
Before the race takes place the meeting organiser should print off a competitor list for the race as follows. Select:

DataBase > Races > Add-and-Edit

Select the appropriate race from the table and click on the "Results : Show+Edit" button. Next, click on the "Print-Result-Preview" button - bottom right. The printable output, see Figure 8.13, includes a "Handicap" column which shows when each competitor should start. In the example shown, Susan Young will start off scratch (when ERow starts the race), Kelly Sapsford will start after eleven seconds have elapsed, Kathy Johnson and Sass Willis will start a second later, etc…



Pstn	Boat	Name	Event	Handicap	Predicted Time
	1	Susan Young	W 40-49	00:00.0	03:53.0
	2	Kelly Sapsford	W 40-49L	00:11.0	03:42.0
	3	Cathy Johnson	W 40-49L	00:12.0	03:41.0
	4	Sass Willis	W 30-39	00:12.0	03:41.0
	5	Shelley Wilkins	W 30-39L	00:15.0	03:38.0
	6	Julian Tomlinson	M 30-39	00:50.0	03:03.0
	7	Chris Brett	M 30-39	00:55.0	02:58.0
	8	Gwyn Samuel	M 40-49	00:57.0	02:56.0
	9	Andy Sangster	M 40-49	00:58.0	02:55.0
	10	Nik Fleming	M 30-39	01:08.0	02:45.0
	11				
	12				
	13				
	14				
	15				
	16				
	17				
	18				
	19				
	20				

Figure 8.13 – Handicap information

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8.13 Additional/Extra Competitor Information

If this option is selected in the Output Tab (see section 8.1.2) then two extra pieces of information are associated with each competitor:

1. Whether the competitor wants a certificate
2. Whether the competitor has paid their entry fee

Select :

DATABASE > Competitors > Additional Information

and the following will be displayed.

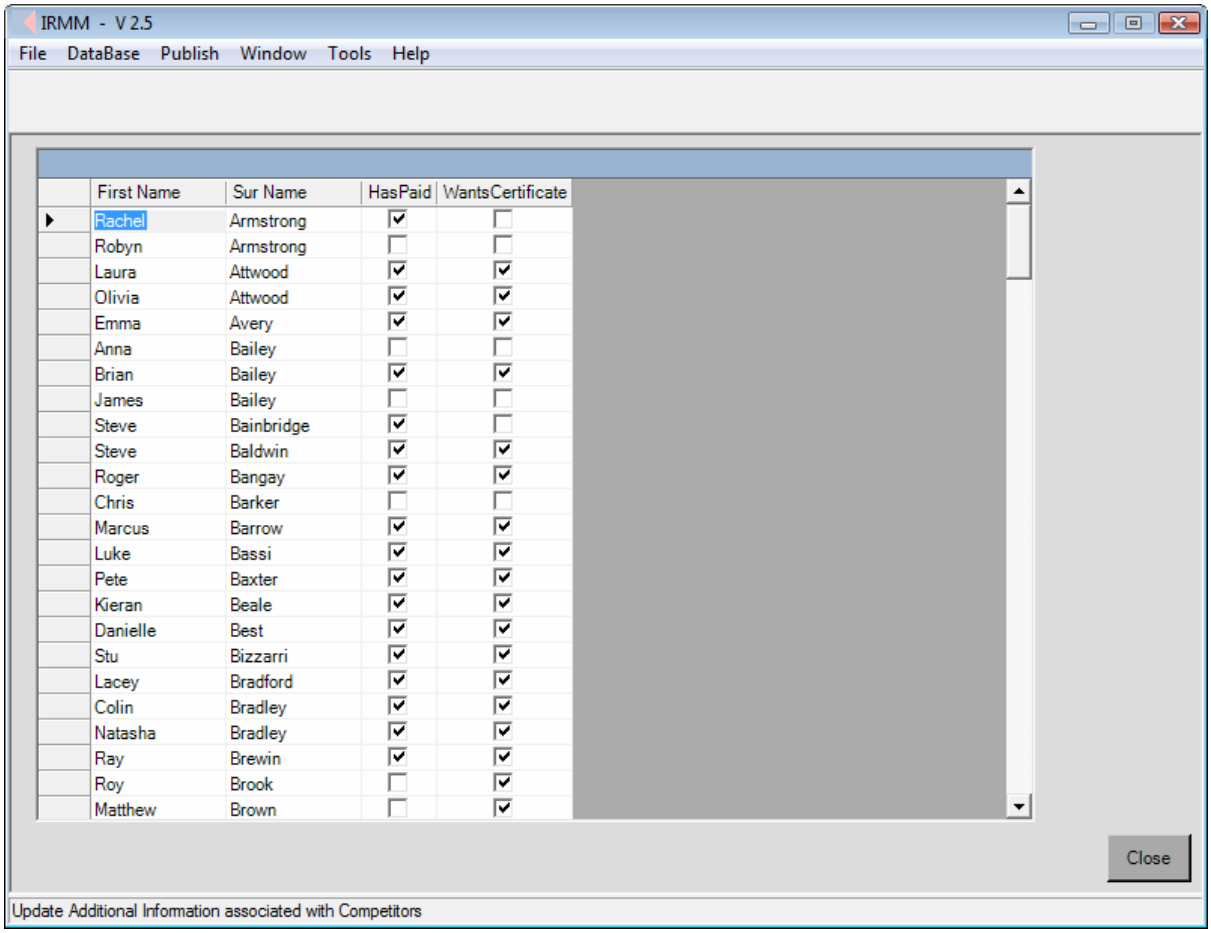

Figure 8.14 - Display of Additional Competitor Information

This information can be loaded from an entries spreadsheet - see section 4.1.2.2.

If a competitor does not have "Wants Certificate" checked - then no certificate can be produced.

If a competitor does not have "has Paid" checked, then the information produced for race registration will indicate that an entry fee is required. A "TP" (To Pay) is shown against the entry in question as illustrated in Figure 8.15.

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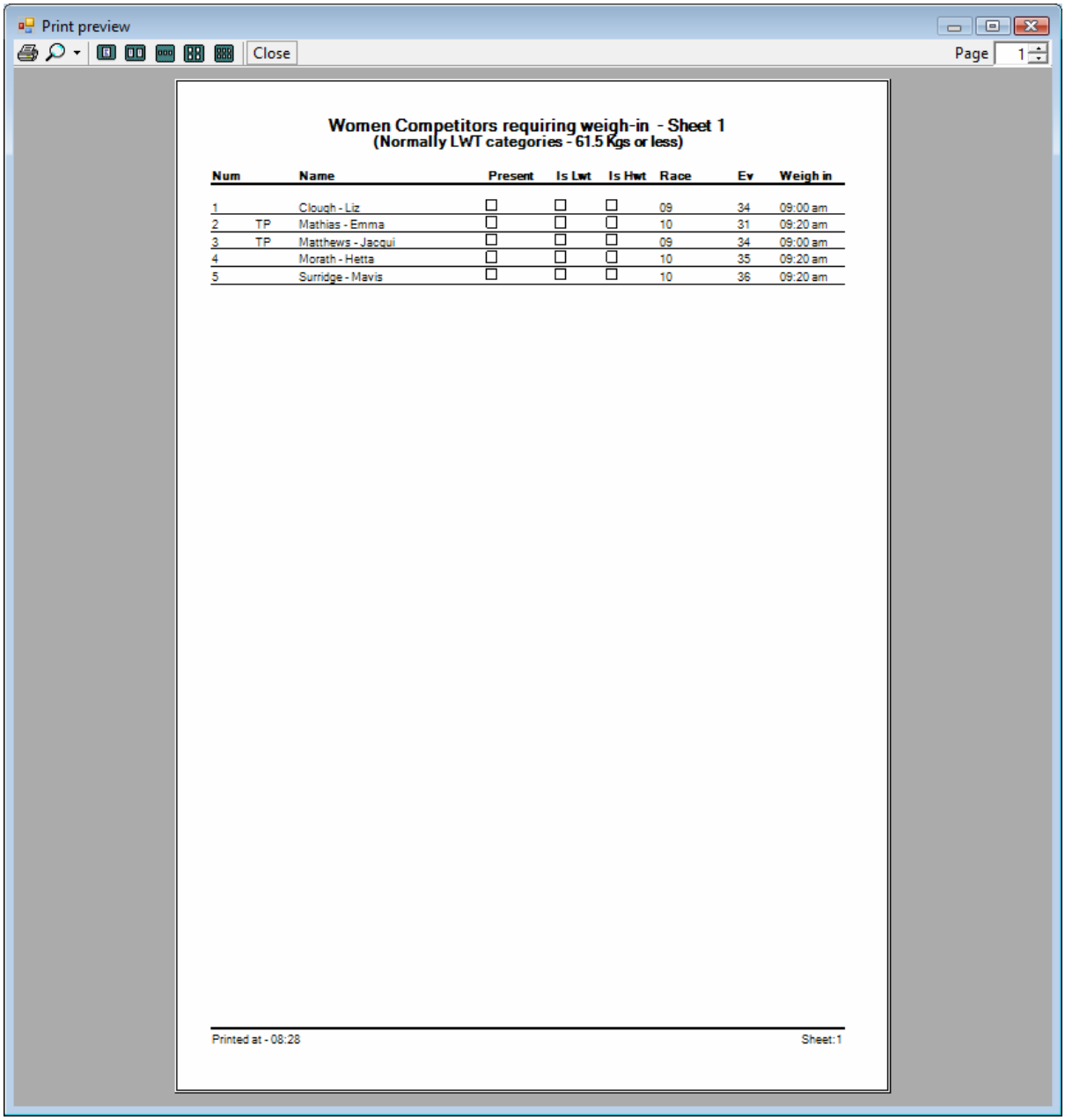
Print preview
Close
Page 1
Women Competitors requiring weigh-in - Sheet 1
(Normally LWT categories - 61.5 Kgs or less)
Num Name Present Is Lwt Is Hwt Race Ev Weigh in
1 Clough - Liz 09 34 09:00 am
2 TP Mathias - Emma 10 31 09:20 am
3 TP Matthews - Jacqui 09 34 09:00 am
4 Morath - Hetta 10 35 09:20 am
5 Surridge - Mavis 10 36 09:20 am
Printed at - 08:28
Sheet:1

Figure 8.15 - Registration Information showing "To Pay" flags

8.14 Loading ERow Results Automatically

Section 7.15 describes how ERow data is loaded manually into IRMM. IRMM supports an option to do this automatically. Define the folders where Result, Split and Stroke files will be places as described in section 7.15. In addition check the "Automatic loading of results" box, shown in figure 7.6. When you save these changes the Races Form - see Figure 8.16 will show the "Load" buttons as being disabled.

When a race completes simply place the ERow files generated in the appropriate folders and they will be loaded automatically by IRMM, with race results and any certificates required being printed automatically.

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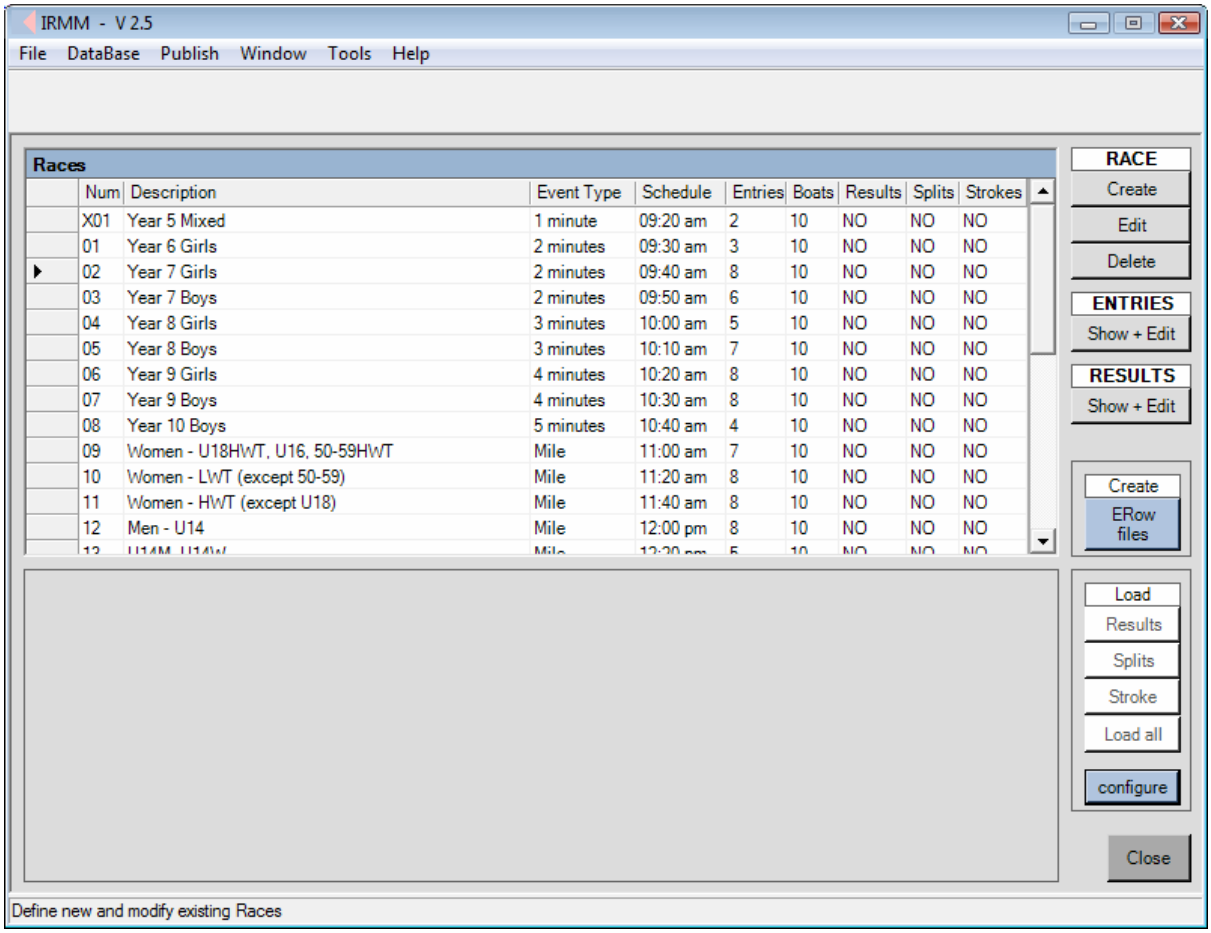
IRMM - V 2.5
File DataBase Publish Window Tools Help
Races
Num Description Event Type Schedule Entries Boats Results Splits Strokes
X01 Year 5 Mixed 1 minute 09:20 am 2 10 NO NO NO
01 Year 6 Girls 2 minutes 09:30 am 3 10 NO NO NO
02 Year 7 Girls 2 minutes 09:40 am 8 10 NO NO NO
03 Year 7 Boys 2 minutes 09:50 am 6 10 NO NO NO
04 Year 8 Girls 3 minutes 10:00 am 5 10 NO NO NO
05 Year 8 Boys 3 minutes 10:10 am 7 10 NO NO NO
06 Year 9 Girls 4 minutes 10:20 am 8 10 NO NO NO
07 Year 9 Boys 4 minutes 10:30 am 8 10 NO NO NO
08 Year 10 Boys 5 minutes 10:40 am 4 10 NO NO NO
09 Women - U18HWT, U16, 50-59HWT Mile 11:00 am 7 10 NO NO NO
10 Women - LWT (except 50-59) Mile 11:20 am 8 10 NO NO NO
11 Women - HWT (except U18) Mile 11:40 am 8 10 NO NO NO
12 Men - U14 Mile 12:00 pm 8 10 NO NO NO
RACE
Create
Edit
Delete
ENTRIES
Show + Edit
RESULTS
Show + Edit
Create
ERow files
Load
Results
Splits
Stroke
Load all
configure
Close
Define new and modify existing Races

Figure 8.16 - Race Form with Load buttons disabled.

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9. HOW DO I?

The contents of this section are organised around specific tasks that a user may want to perform. To obtain a general understanding of how to use IRMM please work through the "IRMM Quick Tour" document.

9.1 Create a new Meeting

See Section 7.3 of the Quick Tour.

9.2 Create Events

Sets of Events can be created by selecting:

DataBase > Events > Add-and-Edit

Sets of Events, having been defined by using this interface can be saved to an Events file using:

File > IRMM-Files - Save > Save-Events

Or to a Categories file using:

File > IRMM-Files – Save > Save-Categories

A set of categories is effectively a set of events devoid of EventType information (e.g. 2000m or 5 minutes). It provides a convenient format for information that can be reused over a series of meetings where the categories are identical, but the distance or time being raced over varies.

Events can subsequently be loaded into IRMM from an Events File using:

File > IRMM-Files - Load > Load-Events

Or from a Categories File using:

File > IRMM-Files – Load > Load-Categories

In both cases, the start Event number for the set being loaded needs to be specified. With a Category load the distance or time of the race distance also needs to be specified.

This capability allows Event and Category sets to be reused flexibly over multiple meetings. When Events are loaded using these facilities, they are added to any events already associated with the meeting provided that the maximum number of events supported by IRMM is not exceeded. If loading the specified events would cause this limit to be exceeded then no new events will be loaded and an appropriate error message will be displayed.

If new Events need to be created then this can be undertaken by selecting:

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DataBase > Events > Add-and-Edit

And then clicking on "Event – Create". The area at the bottom of the screen will display a form that allows you to define a new Event. The main features of an Event are:

- Individual or Team
- Event Type (e.g. 2000m)
- Gender for the Event which can be male, female or either

In addition, Individual Events also have the following features:

- Weight for the Event which can be LWT, HWT or either
- Lower and Upper Age Bounds

The form allows events to be created by selecting appropriate values for the above.

IRMM generates labels that are used to identify an Event based on the events features. The "Check Auto-Name" button causes the long-form of the Event label to be displayed.

The "ovRide" field allows an over-ride for an Open Event to be defined – see section 8.9 for an explanation. (An open event is an event where the LB and UB = 0).

The "event prefix" and "event number" fields allow an event "number" to be defined. These are explained in section 5.5.1.

9.3 Re-number Events

IRMM makes it easy to renumber Events. For example, having loaded a large set of events into IRMM, say 1-60, you may want to break them up into four sets, A1-A15, B1-B15, C1-C15 and D1-D15 corresponding to HWT Men, LWT Men, HWT Women, LWT Women. (This type of Event numbering scheme is used by BIRC).

In the Event Form, Select the range of events that you wish to renumber from the table, and then specify the starting number (e.g. D1) of the new range, and click the "renumber" button.

9.4 Create a set of Indoor Rowing Records

Creation of sets of Indoor Rowing Records is covered in section 8.2.

9.5 Input Competitor information (including Events entered)

The basic process of entering Competitor information is undertaken from the Competitor form. Competitor information can also be loaded from an Excel Spreadsheet (see section 7.5.2).
To load Competitor information form the Competitor Form, select:

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DataBase > Competitors > Add-and-Edit

Clicking on the "Competitors – Create" button, causes a form to be displayed in the bottom half of the screen that allows entry of competitor information. Fields are available to define first and surnames, age information, affiliation and an Email address. Of these fields, only the competitors first and surnames have to be entered.

There are two options available for entering age information, if this is available. Either a date-of-birth can be entered as a string in the format appropriate to the "culture" set on the computer or an age on race day can be entered – e.g. "21". These two entry modes can be switched between by selecting:

Database > Meeting > Meeting-Configuration

and checking the appropriate radio-button against "Input of Competitor age data". If the "DoB as text string" option is selected then a string should be entered such as "01/09/1954" to represent the 1st September 1954. This is a valid representation of this date if the machines culture is set to "English (UK)". On a machine with culture set to "English (USA)" the same date is represented by the string "9/1/1954".

Radio-buttons allow gender and competitors predicted weight category at the meeting to be specified. Having (i) set the radio-buttons as appropriate and (ii) entered the first and sur names of the competitor, the data can be submitted to the system by "clicking" on the left-most, "Save-Data" button.

Note that entry of an affiliation and Email address for a competitor are optional as is entering their DoB although if a DoB is entered it has to be in a valid format and represent a valid date. Clicking on "Save-Data" causes the data entered to be checked and if it contains no errors it is saved and the Entries area to the right of the competitor input area is activated.

If you click the triangle to the right of the "Event" field a drop down list will appear showing all Events that the competitor is eligible to enter based on information available. If age information for a competitor has been entered this greatly restricts the number of Events that will be offered as alternatives. Following selection of an Event, clicking on "Save Data" causes the entry to be saved. The competitor can then be entered in further Events or a New Competitor can be added. Note, entry of a competitors expected time for an event is optional. If entered, the Expected Time can be used to help group competitors of a similar ability together in races.

As competitors details are entered and accepted they are added to the list of competitors that are displayed in the table to the top of the screen. These competitors are displayed in alphabetical order by surname.

9.6 Examine and Modify Events

The Events defined for a meeting can be examined by selecting:

DataBase > Events > Add-and-Edit

To edit an existing Event, select it from the table at the top of the screen and click the "Event – Edit" button. In general, all features of an Event can be modified before any entries have been allocated to

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the event. After entries have been added it is only possible to change the Events prefix/number using the "Events – renumber" button on the Events form.

9.7 Examine and Modify Competitor Information

Competitor information can be modified by selecting:

DataBase > Competitors > Add-and-Edit

and then selecting the competitor(s) from the table that is displayed and clicking on the "Competitors – Edit" button.

The gender and weight categories allocated to a competitor can only be changed if the competitor isn't entered in any events. If necessary, the entries defined for a competitor can be deleted via the Entries form. Select:

DataBase > Entries > Show-all-Competitor-Entries

There are no restrictions on changing the name or affiliation of a competitor.

If you change the DoB of a competitor, this may have some implications on the Events that the competitor is entered in. In general, if an Event is no longer appropriate, IRMM will make a best endeavour to move that entry to the most appropriate Event which may be the Guest Event. IRMM will tell you which Event has been selected. If the chosen Event is deemed inappropriate, you can remove the new-entry that IRMM has created, and then place the competitor in the appropriate Event.

9.8 Examine and Modify Competitor Entries

An Entry defines a mapping between a Competitor and an Event. The competitor entries defined for a meeting can be examined by selecting:

DataBase > Entries > Show-all-Competitor-Entries

The "ENTRIES – Edit" button available on the Entries screen, allows the expected-result associated with an entry to be modified.

9.9 Ascertain whether there are any Competitors who haven't been entered into Events

Select:

DataBase > Competitors > Add-and-Edit

Examine the "Entries" column of the displayed table for any zeros.

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9.10 Establish how many Competitors are Entered in each Event?

Having entered all competitors in their Events it is useful to be able to see how many competitors are in each Event to assist in the planning of Races. Select:

Publish > Before-Meeting > Print-Event-Status-List

Alternatively, select:

DataBase > Events > Add-and-Edit

The information required is shown in the displayed table, which can be printed using the "EVENTS – Prnt-Summry" button.

9.11 Create Races

Select:

DataBase > Races > Add-and-Edit

Click on the "RACE – Create" button, and the bottom half of the displayed form allows you to create a race. You need to select a "Type", from the set of race-types supported by the meeting (click on the triangle to the right of the "Select-Type" box. The other fields are optional although it is advised to specify a time that the race is likely to take place at (a 24 hour clock is used).

Races are allocated numbers based firstly, on their chronological order. For further information about race numbering, please see section 5.5.2.

9.12 Manipulate Race Numbers

Section 5.5.2 explains how Race Numbers are allocated to races. This is done automatically by IRMM based first, on the chronological ordering of races, and second, on the order in which the races were created. Initially the n races you have defined will be numbered 1-n based on these criteria.

Now, as section 5.5.2 suggests, it is possible to freeze this set of numbers. Select:

DataBase > Meeting > Edit-Current-Meeting-Data

Check "Yes" against "Race Numbers Frozen", and click the "Click to Update Meeting Data" button. If you define further races these will be numbered, X1, X2, X3….. using exactly the same criteria as used previously.

If, having defined some races with some numbers in this second set, you then again select:

DataBase > Meeting > Edit-Current-Meeting-Data

You will now find that there is a "Consolidate-Race-Numbers" check box shown. If you check this and then "Click-to-Update-Meeting-Data", the two sets of numbers will be consolidated into a single set, 1-m, based on the same criteria used previously.

How subsequent race numbers are allocated will depend on how "Race-Numbers-Frozen" was set when you last updated the meetings data.

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9.13 Assign Competitors to Races

Please see sections 7.7 and 7.8 of the Quick Tour.

9.14 Ascertain whether there are any Entries that haven't been allocated to Races

Select:

Database > Entries > Show-Entries-not-in-a-Race.

The displayed table shows any Entries that are not allocated to a race.

9.15 Publish Race and Entry Information on the Web

Please see section 7.10 of the Quick Tour.

9.16 Generate information for use at Registration

Please see section 7.12 of the Quick Tour.

9.17 Print a Race Schedule

Select:

Publish > Before-Meeting > Print-Race-Schedule

This information is particularly useful if times have been allocated to the races that have been defined.

9.18 Generate Race Record Forms

Race Record Forms are used for recorders to record the results that individual competitors achieve in a race. Typically, the competitor is asked to sign the form to confirm that the result shown on the form is correct. For information about how these can be produced, please see section 7.13 of the Quick Tour.

IRMM allows forms to be generated on a per race basis. The forms are A5 size and are printed, two per sheet of A4 paper.

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9.19 Allow Competitors who miss their race, to compete later

Please see section 7.20 of the Quick Tour which covers this, and other on-the-day changes that may need to be made. See also section 8.10.

9.20 Allow LWTs who fail to make Weight, compete as HWTs

Select:

DataBase > Meeting > Edit-Current-Meeting

And set “LightWeight-Policy” to “Transfer-to-equivalent-HWT-Event”. This needs to be set before any entries are defined for the meeting. When LWT entries are processed at registration, any LWTs who fail to make the weight will be automatically transferred to an equivalent HWT event.

The procedure for recording that a LWT has failed to make the weight and forcing their transferral to the correct HWT Event is detailed in section 7.14.

9.21 Allow LWTs who fail to make Weight, compete as Guests

Select:

DataBase > Meeting > Edit-Current-Meeting-Data

And set “LightWeight-Policy” to “Can-Row-as-a-Guest”. This needs to be set before any entries are defined for the meeting. When LWT entries are processed at registration, any LWTs who fail to make the weight will be automatically transferred to the equivalent Guest event.

The procedure for recording that a LWT has failed to make the weight and forcing their transferral to the correct HWT Event is detailed in section 7.14.

9.22 Allow on the day entries to compete as Guests

Select:

Database > Meeting > Edit-Meeting-Configuration-Data

Set “Enable-Entry-into-Guest-Events” to “Yes”. If you now enter a new competitor, after saving the competitors data, the Guest Events will be included in the list of Events presented for selecting when creating entries. To simplify this process further, “Enable-Entry-into-Standard-Events” can be set to “No”. If this is done then only Guest Events will be offered for selection.

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9.23 Process LWT Entries at Registration

LWT entries can be confirmed as being either LWT or HWT. If a mistake is made the confirmation can be undone. If LWT entries are not confirmed, then any results produced will highlight those entries as requiring confirmation. On an Event Result, any non confirmed LWT entries are marked with “nc” (not confirmed). On the result summary sheets any such entries are highlighted in italic and bold.

Full details of how to confirm a LWT as LWT/HWT and how to undo any erroneous confirmations are contained in section 7.14 of the Quick Tour.

9.24 Examine the Status of Guest Events

The concept of Guest Events is explained in section 5.3 of this document.

The display of Guest Events is normally suppressed. It is not possible to enter competitors in a Guest Event unless this capability is explicitly enabled (see section 9.22 above), and Guest Events are not shown under:

DataBase > Events > Add-and-Edit

Unless the Event has some competitors entered into it. Likewise, Guest-Event results are only printed if there are entries in the Event.

As well as entering competitors directly into Guest Events (see 9.22 above) IRMM will also move competitors automatically into the Guest Event in certain situations. For example, if a competitors age is changed or if a LWT competitor fails to make weight. In both situations, if an appropriate alternative Event does not exist to move an entry that is affected by the change into, then IRMM will place the entry in the appropriate Guest Event which acts as a “catch-all”.

9.25 Define the Format of Finishing Certificates

Please see section 8.11 – Certificates.

9.26 Generate Race (*.rac) files for ERow

Please see section 7.11 of the Quick Tour.

Having generated a set of Race files these will probably need to be moved to a location from which ERow can access them. This is likely to be on a separate computer.

9.27 Retrieve Result Split and Stroke data files from ERow

The process of configuring IRMM so that it knows where to find Result, Split and Stroke data files is described in section 7.15

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Having retrieved one or more Result, Split or Stroke files generated by ERow, and placed them in the correct folders, select:

DataBase > Races > Add-and-Edit

And select the races for which you have data to be loaded. Result, Split and Stroke data can be loaded independently or all together depending on the data available, and the load button selected.

IRMM will provide comprehensive feedback on any problems it detects such as missing file, or issues to do with the data contained within the files.

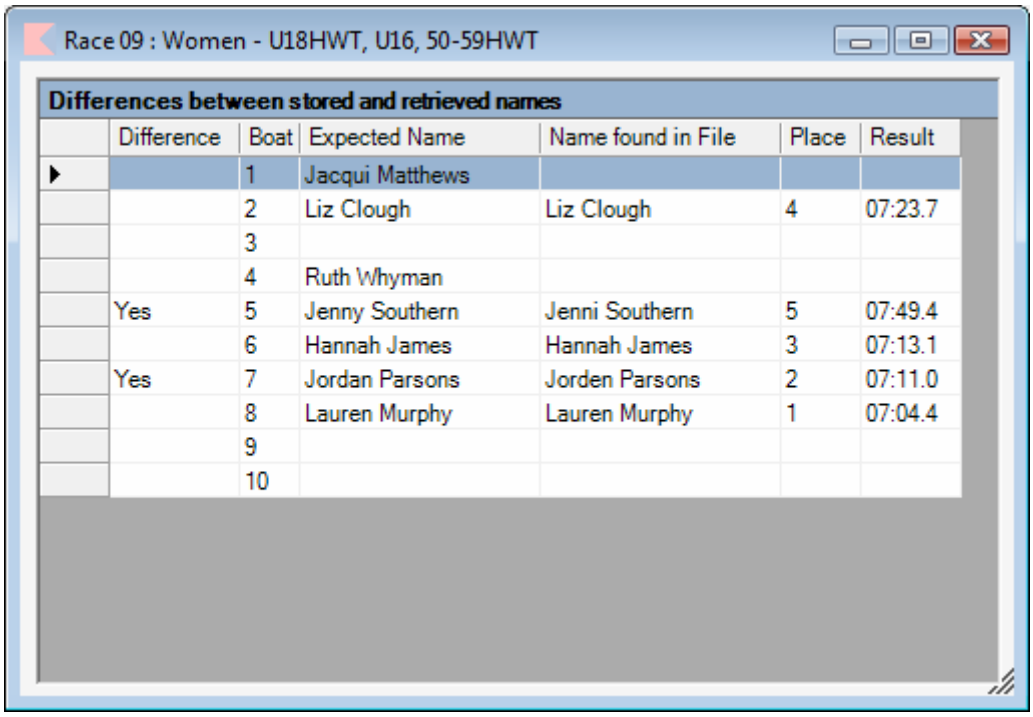
9.28 Resolve conflicts with Race Result files

When a race result is loaded into IRMM there may be a conflict with the information IRMM holds in its database for this race. Typically this will happen when race information is edited directly on ERow. The following changes made on ERow are all possible causes of such an error or mismatch:

- an error is corrected in the spelling of a competitors name,
- a competitor is added to an empty boat,
- a competitor is moved to a different boat after another competitor failed to show

If one or more mismatches are detected a form is displayed highlighting what the differences are. See Figure 9.1.

Each boat for which a mismatch occurs is highlighted in the leftmost column. The IRMM user can use this form as the basis for making changes to the IRMM database so that the spelling of competitor names and their allocation to boats in the race corresponds exactly to the information in the race file. After these changes have been made the result file can be reloaded successfully into IRMM.



	Difference	Boat	Expected Name	Name found in File	Place	Result
▶		1	Jacqui Matthews			
		2	Liz Clough	Liz Clough	4	07:23.7
		3				
		4	Ruth Whyman			
	Yes	5	Jenny Southern	Jenni Southern	5	07:49.4
		6	Hannah James	Hannah James	3	07:13.1
	Yes	7	Jordan Parsons	Jorden Parsons	2	07:11.0
		8	Lauren Murphy	Lauren Murphy	1	07:04.4
		9				
		10				

Figure 9.1 – Race Differences Form

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9.29 Enter Race Results manually

It is possible to enter race results into IRMM manually, as an alternative to using the result file generated by IRMM. This might be necessary if a communication problem occurs between ERow and the ERGs being used during a race. The race is completed without ERow and the results are recorded by hand. These then need to be loaded into IRMM to be included in the meeting results. Select:

DataBase > Races > Add-and-Edit

And choose the relevant race from the displayed table. Click on the "Results – Show+Edit" button and the result of the race will be displayed in the bottom half of the screen. If no result has been loaded the bottom half of the screen will just show the entries in the race and their boat assignments. Click on the "Edit-Result" button to the right of this display. A display similar to that shown in Figure 9.2 will be shown.

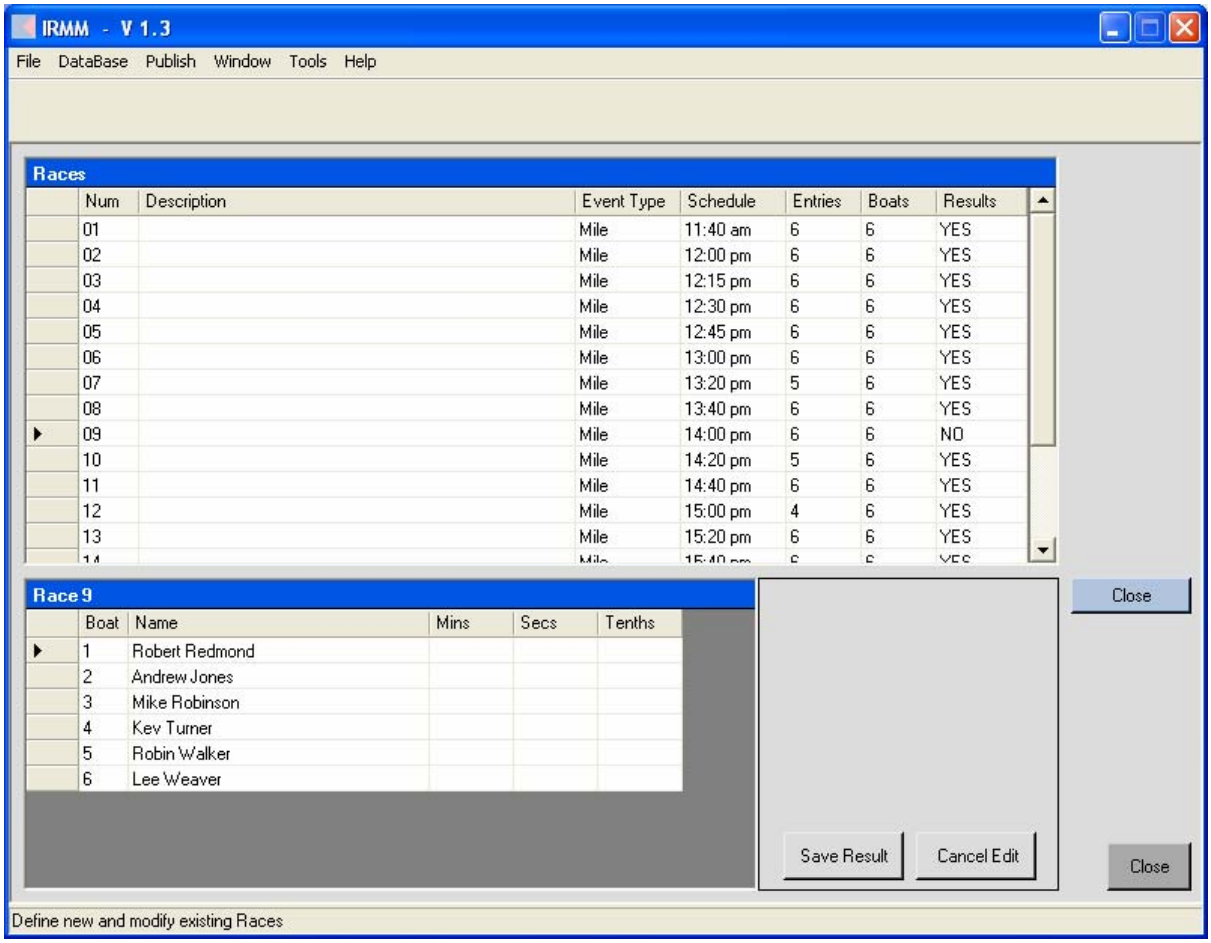
IRMM - V 1.3
File DataBase Publish Window Tools Help
Races
Num Description Event Type Schedule Entries Boats Results
01 Mile 11:40 am 6 6 YES
02 Mile 12:00 pm 6 6 YES
03 Mile 12:15 pm 6 6 YES
04 Mile 12:30 pm 6 6 YES
05 Mile 12:45 pm 6 6 YES
06 Mile 13:00 pm 6 6 YES
07 Mile 13:20 pm 5 6 YES
08 Mile 13:40 pm 6 6 YES
09 Mile 14:00 pm 6 6 NO
10 Mile 14:20 pm 5 6 YES
11 Mile 14:40 pm 6 6 YES
12 Mile 15:00 pm 4 6 YES
13 Mile 15:20 pm 6 6 YES
Race 9
Boat Name Mins Secs Tenths
1 Robert Redmond
2 Andrew Jones
3 Mike Robinson
4 Kev Turner
5 Robin Walker
6 Lee Weaver
Close
Save Result
Cancel Edit
Close
Define new and modify existing Races

Figure 9.2 – Manual Entering of Race Results

The finishing times of the competitors should be entered into the Mins, Secs and Tenths columns of the table. If a competitor didn't finish then all three fields should be left blank. When this has been completed, click on the "Save-Result" button to store the data.

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Any errors made on input can subsequently be corrected by returning to this display and modifying the result data.

9.30 Print Result Information

Following completion of a Race or a change in status of an Event (i.e. some additional competitors in the Event have now raced) the affected Event/Race will be added to the appropriate print queue. The status of these queues can be examined by selecting:

Publish > During-Meeting > Print-Race-Results
Publish > During-Meeting > Print-Event-Results

The items on the queues can be printed by selecting items displayed in the table and using the "Print-Preview-Selected" button at the bottom of the form.

Note that, in addition to an Event being submitted for printing each time a race result is loaded into IRMM that affects the Event, other factors such as:

1. confirming a LWT as a LWT,
2. moving a competitor from one Event to another as a result of failing to make LWT,
3. correcting a competitors DoB thus forcing an Event change,

will also cause resubmission of affected Events.

9.31 Print Result Summary for use at Presentations

A result summary covering all Event results and showing the first three in each Event (together with result achieved) can be printed off for display or as a convenient crib sheet when making presentations. Select:

Publish > End-of-Meeting > Print-Event-Result-Summary

9.32 Print Finishing Certificates

Please see section 8.11 for information about defining the format of Certificates, and configuring IRMM so that Certificates will be generated.

As the results of races are loaded, certificates become available for printing. If you select:

Publish > During-Meeting > Print-Certificates

You will be shown a form with all outstanding certificates displayed.

If certificates have been configured to include a personalised photo per certificate, then a "photo" button will be included to the right of the form. This will be labelled, either "Set Photo Folder" or "Update Photo Folder". These buttons allow the root directory in which photo's are stored to be specified. The structure of this directory area is detailed in section 8.13.

Printing of certificates can be initiated by using an appropriate print button.

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When a certificate is dispatched to the printer it is removed from the "print" queue and is placed on the "printed" queue. If some certificates are unsatisfactorily printed, (paper-jam, smudged ink, etc…) they can be moved back to the Print queue by selecting:

Publish > During-Meeting > Print-Certificates

And clicking on the "View-Printed-Certificates" button, to the right of the display. Select the Certificates that need to be re-printed from the table and click on the "confirm" button beneath the table. You can now return to the table showing certificates ready for printing by clicking on the "View-Waiting-Certificates" button. Certificates can then be selected for printing as before.

9.33 Produce Best Performance Information

IRMM supports the calculation of Best Performance information for all competitors who finish a race. Best Performance information is calculated for each competitor relative to a "record" for their specific event. The intent is that this information can be used as a basis for allocating prizes in a fairer way than might otherwise be the case.

To produce Best Performance information for finishers at a Meeting, a set of Indoor Rowing Records that are to be used as a base-line, need to be associated with the meeting. Section 9.4 explains how such a set of Indoor Rowing Records is initially created. Assuming that the necessary set has already been created, select:

Tools > Indoor-Rowing-Records

And click on the appropriate "Load-from" button. Use the displayed dialogue to locate and then open the required file. Several sets of Indoor Rowing Records are distributed with IRMM in spreadsheet format. These are held in the IRMMdata/Records folder. When a file has been opened, the set of Indoor Rowing Records will be displayed in the table. Click on the "Save-to – Meeting" button to associate this set of records with the meeting that is currently open.

Once the above steps have been taken, the performance of each competitor relative to the relevant record will be printed on Event Results and a list of the best 10 male and best 10 female performances so far can be displayed on the screen and printed by selecting:

Publish > During-Meeting > Print-Best-Performances

A Performance is represented by a decimal number which is displayed to 6 decimal places. This number is the number of tenths of seconds in the relevant record divided by the number of tenths of a second that it took for the competitor to complete their event. This number will equal 1 if the competitor exactly matches the relevant record. If they break the relevant record the number will be greater than one. If their time is slower than the relevant record the number will be less than one.

9.34 Publish Results on the Web

Please see section 7.18 of the Quick Tour. A variety of information is published including results organised by Competitor, Race and Event. If Best-Performance information is being generated for this meeting this is also included.

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Select:

Database > Meeting > Meeting-Configuration

The bottom right of the panel contains a number of options that provide some control over exactly what is published.

9.35 Print a Copy of an Indoor Rowing Record Set

If an Indoor Rowing Record set is associated with a meeting it can be displayed by selecting:

DataBase > IR-Records

Selecting, the indoor rowing record set of interest from the top of the screen and clicking on the "Record-Set – Print-Preview" button to the right.

Any Indoor Rowing Record set can be printed by first opening the Record Set via IRMMs tools. Select:

Tools > Indoor-Rowing-Records

Click on the appropriate "Load-from" button and use the dialogue that is displayed to locate and Open the relevant Indoor Rowing Record file. The set of records will now be displayed in the table on the screen and can be printed by clicking on the "Record-Set – Print-Preview" button.

9.36 Examine and Modify Indoor Rowing Record Sets

Please see section 8.2.1.

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10. ANNEX A - BUILT IN LIMITS

IRMM V 2.3 has the following limits built in:

- Maximum number of Competitors = 5000
- Maximum number of Entries = 7000
- Maximum number of Teams = 500
- Maximum number of Team Entries = 500

- Maximum number of Events = 200
- Maximum number of EventTypes = 20
- Maximum number of Races 250

There is no particular reason for choosing these specific limits other than that the current design of IRMM requires some limit to be set.

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